



STUDENT HANDBOOK

2018-2019



District Campus Addresses and Map

Allen Center (AL) Allen High School (AHS)

300 Rivercrest Blvd.
Allen, Texas 75002
972.377.1060

Central Park Campus (CPC) in McKinney

2200 W. University Drive
McKinney, Texas 75071
972.548.6790

Collin Higher Education Center (CHEC)

3452 Spur 399
McKinney, TX 75069
972.599.3100

Courtyard Center (CYC)

4800 Preston Park Blvd.
Plano, Texas 75093
972.985.3790

Preston Ridge Campus (PRC) in Frisco

9700 Wade Blvd.
Frisco, Texas 75035
972.377.1790

Public Safety Training Center (PSTC)

3600 Redbud Blvd.
McKinney, TX 75069
972.549.6490

Rockwall Center (RW)

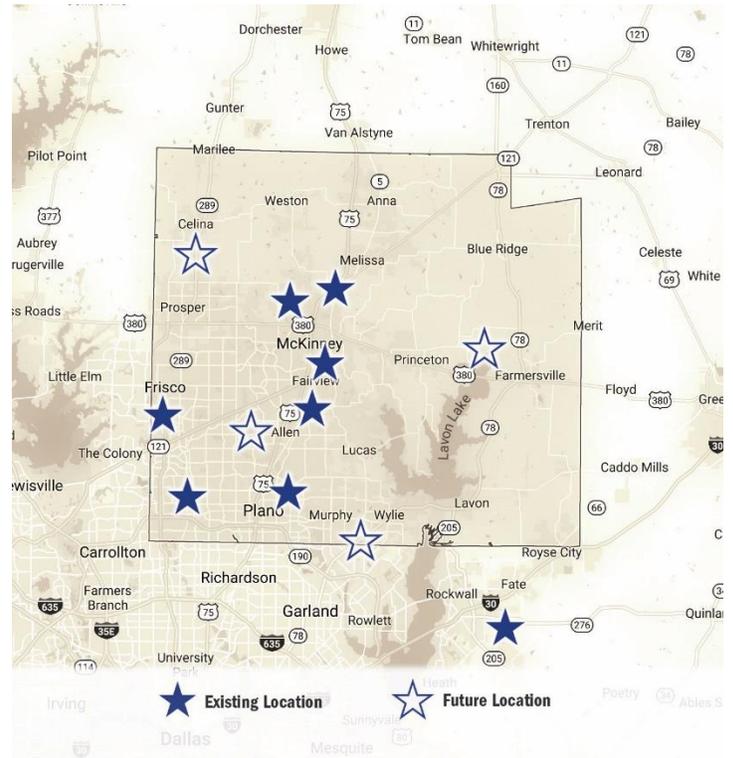
2301 South John King Blvd.
Rockwall, TX 75087
972.599.3100

Spring Creek Campus (SCC) in Plano

2800 E. Spring Creek Parkway
Plano, Texas 75074
972.881.5790

Collin College Internet Address

www.collin.edu



2018 - 2019 Student Handbook

Collin County Community College District

In accordance with federal and state law, Collin County Community College District (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. Students with concerns regarding discrimination, harassment, retaliation, and/or sexual violence in violation of applicable laws should contact the Dean of Students Office at 972.881.5604 or dos@collin.edu.

Collin College provides reasonable accommodations, in accordance with the *Americans with Disabilities Act of 1990* and *Section 504 of the Vocational Rehabilitation Act of 1973*, to afford equal educational opportunities to all people. Students requesting accommodations under this provision should contact Collin College's Accommodations at Collin College for Equal Support Services (ACCESS) Office, located at the Spring Creek Campus (SCC) in Plano, at 972.881.5898 (voice).

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, this *Student Handbook* is available in an alternate format for students with print-oriented disabilities. For more information, contact the ACCESS Office at 972.881.5898 (voice). For persons who are Deaf or hard of hearing or have speech impairments, contact Texas Relay Services by dialing 711, 800.735.2989 (TTY), or 877.826.1789 (VCO).

The Collin College Board of Trustees policy manual also includes information important to Collin College students, and can be found on the Internet at <https://pol.tasb.org/home/index/304>.

Accreditation Status

Collin College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. For questions regarding Collin College's accreditation, contact the Commission on Colleges:

1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: 404.679.4500

Note: The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.



PHILOSOPHY AND PURPOSE STATEMENT

Through its campuses, centers, and programs Collin County Community College District fulfills community and industry needs and its statutory charge by providing:

- Academic courses in the arts and sciences to transfer to senior 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 statewide needs.
- Other purposes as may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.

MISSION STATEMENT

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

VISION STATEMENT

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

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Campus Phone Directory

For the most current information, go to https://www.collin.edu/aboutus/contact_us.html.

District-wide Offices

Collin College Police Department	972.578.5555
eCollin Support Center.....	972.881.5870
eLearning.....	972.881.5870
Student Technical Support 24/7.....	972.377.1777

Allen Center (AL)

General Information	972.377.1060
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Central Park Campus (CPC) in McKinney

Student Services

ACCESS	972.548.6816
Admissions.....	972.548.6710
Advising.....	972.548.6782
Bookstore	972.548.6680
Career Center	972.548.6747
Center for Academic Assistance	972.548.6505
Counseling Services.....	972.548.6648
Dean of Student and Enrollment Services (Admissions, Advising, Career Center, Fitness/Intramurals, Student Engagement, Testing).....	972.377.1750
Dean of Students Office (Student Advocacy and Conduct)	972.881.5667
Financial Aid/Veterans Affairs	972.548.6760
Fitness Center.....	972.548.6891
Honors Institute	214.491.6232
Information Center.....	972.548.6790
Library	972.548.6860
Math Lab	972.548.6896
Maximizing Academic Progress Program (MAPP)	972.548.6782
Student Computer Lab	972.548.6877
Student and Enrollment Services	972.548.6770
Student Engagement.....	972.548.6788
Testing Center.....	972.548.6849
Texas Success Initiative (TSI) Information ...	972.548.6773
Veterans Resource Center.....	972.548.6767
Writing Center	972.548.6857

Administrative Departments

Associate Faculty Office	972.548.6830
Cashier's Office	972.548.6616
Collaborative Instruction Center	972.548.6830
Facilities Scheduling Coordinator.....	972.377.1743

Plant Operations.....	972.548.6690
Vice President/Provost Office.....	972.548.6800

Divisions

Academic Affairs

Accounting, Arts, Business Administration, Developmental Math, Economics, Math, Music, Psychology, Sociology.....	214.491.6270
Biology, Chemistry, Environmental Science, Geology, Government, Kinesiology, Physics/Physical Science.....	972.548.6725
English, Foreign Languages, History, Humanities, Integrated Reading and Writing (INRW), Philosophy, Speech Communications	972.548.6650

Health Sciences and Emergency Services

Continuing Education (CE) Healthcare, Diagnostic Medical Sonography, Dental Hygiene, Emergency Medical Services, Fire Science, Health Information Management, Health Professions, Healthcare Simulation, Law Enforcement Academy, Polysomnographic Technology, Respiratory Care, Surgical Technology	972.548.6679
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<u>Nursing</u>	972.548.6772
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Collin Higher Education Center (CHEC)

Student Services

Associate Provost of Instruction	972.599.3121
Dean of Students Office (Student Advocacy and Conduct)	972.881.5604
Director of Academic Partnerships	972.985.3734
Information Center.....	972.599.3100
Title IX Coordinator for Students	972.881.5604

Administrative Departments

Business Office	972.758.3820
Cashier's Office	972.758.3813
Collin College Foundation (Scholarships).....	972.599.3145
District President's Office	972.758.3800
Executive Vice President.....	972.758.3883
Plant Operations.....	972.599.3155
Public Relations.....	972.758.3895
Senior Vice President for Academic, Workforce, and Enrollment Services.....	972.758.3883

Senior Vice President of Organizational Effectiveness	972.985.3780
Title IX Coordinator for Employees.....	972.599.3159
Vice President of Administrative Services/CFO	972.758.3831
Vice President of Advancement	972.599.3145
Vice President of Student and Enrollment Services/Athletic Director.....	972.599.3150

Four-year University Representatives

Texas A&M University-Commerce	972.599.3122
Texas Tech University.....	972.599.3172
Texas Woman’s University.....	972.599.3124
The University of Texas at Dallas.....	972.599.3127
University of North Texas.....	972.599.3126

Courtyard Center (CYC)

Student Services

Admissions.....	972.985.3721
Bookstore.....	972.985.3710
Career Center	972.599.3174
Registration.....	972.985.3790

Administrative Departments

Cashier’s Office.....	972.985.3724
Dean of Strategic Initiatives.....	972.599.3185
Plant Operations	972.985.3777

Divisions

Collin Corporate College	972.599.3110
Continuing Education (CE).....	972.985.3750
Seniors Active in Learning (SAIL)	972.985.3788

Preston Ridge Campus (PRC) in Frisco

Student Services

ACCESS	972.881.5950
Admissions.....	972.377.1710
Advising.....	972.377.1779
Bookstore.....	972.377.1680
Career Center	469.365.1904
Cooperative Work Experience: Co-ops/Internships.....	972.377.1501
Counseling Services.....	972.377.1781
Dean of Evening and Weekend College.....	469.365.1808
Dean of Student and Enrollment Services (Admissions, Advising, Career Center, Fitness/Intramurals, Student Engagement, Testing).....	972.881.5902
Dean of Students Office (Student Advocacy and Conduct)	972.548.6771
Financial Aid/Veterans Affairs	972.377.1760

Fitness Center.....	972.377.1758
Honors Institute	469.365.1827
Information Center.....	972.377.1790
Library	972.377.1560
Math Lab	972.377.1639
Maximizing Academic Progress Program (MAPP)	972.377.1779
Student Computer Lab	972.377.1565
Student and Enrollment Services	972.377.1770
Student Engagement.....	972.377.1788
Testing Center.....	972.377.1522
Veterans Resource Center.....	972.377.1020
Writing Center	972.377.1576

Administrative Departments

Cashier’s Office.....	972.377.1638
Facilities Scheduling Coordinator	972.377.1743
Instruction Office - Founders Hall (F243).....	972.377.1506
Instruction Office - J Building (J240).....	972.377.1064
Instruction Office - Lawler Hall (LH158).....	972.377.1554
Instruction Office - Library (L222)	972.377.1022
Instruction Office - University Hall (U111).....	972.377.1506
Plant Operations.....	972.377.1690
Vice President/Provost Office.....	972.377.1550

Divisions

Academic Affairs

Accounting, Business Administration, Developmental Math, Economics, Math.....	972.377.1725
Anthropology, Arts, Geography, Government, History, Psychology, Sociology	972.377.1032

Biology, Chemistry, Environmental Science, Geology, Kinesiology, Physics/Physical Science.....	972.377.1072
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Dance, English, Foreign Languages, Humanities, Integrated Reading and Writing (INRW), Music, Philosophy, Photography, Speech Communications....	972.377.1031
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Academic Affairs/Workforce

Business Management, Business Office Support Systems, Culinary/Pastry, Hospitality, Human Resources Management, Marketing, Paralegal/Legal Assistant, Real Estate, Supply Chain Management.....	972.377.1672
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Workforce

CADD; CISCO Networking; Computer Networking; Computer Systems; Convergence Technology; Cybersecurity/Information Systems; E-Business Development; Electronics Engineering Technology Program; Geospatial Information Systems; Heating, Ventilation, Air Conditioning (HVAC); Interior Design972.377.1029

Public Safety Training Center (PSTC)

Fire Science.....972.548.6836
General Information.....972.549.6490
Law Enforcement Academy.....972.548.6861

Rockwall Center (RW)

General Information972.599.3100

Spring Creek Campus (SCC) in Plano

Student Services

ACCESS972.881.5898
ADA/Section 504 Coordinator972.881.5779
Admissions.....972.881.5710
Advising.....972.881.5782
Bookstore972.881.5680
Career Center972.881.5627
Center for Scholarly and Civic Engagement (CSCE)972.881.5927
Child Development Lab School972.881.5945
Counseling Services.....972.881.5126
Dean of Student and Enrollment Services (Admissions, Advising, Career Center, Fitness/Intramurals, Student Engagement, Testing).....972.377.1595
Dean of Students Office (Student Advocacy and Conduct)214.491.6222
Director of Weekend College972.881.5801
Financial Aid/Veterans Affairs972.881.5760
Fitness Center.....972.881.5848
Food Services972.881.5949
Honors Institute972.516.5003
Information Center.....972.881.5790
International Student Office (ISO)972.516.5012
Library972.881.5860
Math Lab972.881.5921
Maximizing Academic Progress Program (MAPP)972.881.5782
Service Learning972.881.5900

Student Computer Lab972.881.5966
Student and Enrollment Services972.881.5849
Student Engagement.....972.881.5788
Testing Center.....972.881.5922
THE ARTS gallery972.881.5873
Tutoring972.881.5898
Veterans Resource Center.....972.881.5774
Wellness Program972.881.5777
Writing Center972.881.5843

Administrative Departments

Cashier's Office972.881.5634
Facilities Scheduling Coordinator972.881.5606
Instruction Office (B103).....972.516.5090
Instruction Office (K237).....972.881.5759
Instruction Office (L215)972.881.5756
Plant Operations.....972.881.5690
Vice President/Provost Office.....972.881.5770

Divisions

Academic Affairs

Accounting, Business Administration, Economics, Humanities, Foreign Languages, Speech Communication972.578.5586

Anthropology, Biology, Kinesiology, Sociology, Social Work972.578.5552

Chemistry, Environmental Science, Geology, Math, Physics972.881.5518

English, Philosophy.....972.881.5640

Government, History, Psychology.....972.881.5881

Developmental Math, English as a Second Language (ESL), Integrated Reading and Writing (INRW), Interpreter Education Program/American Sign Language (ASL).....972.516.5057

Academic Affairs/Workforce

Arts, Child Development, Education, Photography.....972.881.5645

Commercial Music, Communication Design, Dance, Music, Theatre, Visual and Performing Arts, Welding972.881.5636

College Terminology

AA: Abbreviation for the Associate of Arts degree.

AAS: Abbreviation for the Associate of Applied Science degree.

AAT: Abbreviation for the Associate of Arts in Teaching degree.

Academic Advising: A process in which a student interacts with a Collin College academic advisor to define and achieve his or her academic goals (e.g., transfer requirements, choosing the correct transfer or workforce degree plan, etc.).

Academic Advisor: A member of the Collin College staff who assists students with information on various academic and workforce programs, Collin College procedures and services, degree requirements, and transferring to another college or university.

Academic Probation: Academic status following the semester after Academic Warning if a student's cumulative GPA is below a 2.0.

Academic Progress: Indicates a student has earned a term GPA of at least a 2.0.

Academic Suspension: Occurs when a student on Academic Probation does not make Academic Progress. Academic Suspension restricts a student from enrolling in academic coursework for one (1) academic year prior to re-enrolling.

Academic Warning: Academic status that occurs immediately following the first semester the student does not maintain Good Academic Standing.

Add: To enroll in an additional course(s) after initial registration.

Administrators: The College District president, executive vice president, senior vice president, vice presidents, associate vice presidents, deans, associate deans, and certain directors. For a complete list of administrators, contact the Human Resources Office (HR).

Advanced Placement (AP): A student may earn college credit by enrolling in certain advanced high school courses and obtaining a specific score on standardized tests.

AL: Abbreviation for the Allen Center, which is located within Allen High School (AHS).

Anthony Peterson Centers for Academic Assistance: The Anthony Peterson Centers for Academic Assistance are home to the Math Labs and Writing Centers. The Centers assist students with their academic success by providing

group tutoring, open-seating study areas, access to computers for editing papers or reviewing assignments, and access to the Internet and Collin College Library.

Articulation: Transferring credit for courses and/or programs from one (1) institution of higher education to another without misinterpretation.

AS: Abbreviation for the Associate of Science degree.

Assessment: A method to determine preparation for college-level coursework.

Attempted Hours: The total number of credit hours attempted which includes all Developmental Education (DE) and college-level courses a student enrolls in during a given semester.

Audit: To take a credit course without receiving a grade or credit; an audit fee is assessed at the time of enrollment.

Authorized Collin College Official: A college employee designated by a college administrator to perform a specific function or task.

Blended Courses: Require some time on a Collin College campus and offer the flexibility to incorporate distance learning with on-site instructional activities. These courses are identified with a "B" in the section number.

Blue Book: Paper booklet available in the Collin College Bookstore that is used for essay tests.

Board of Trustees: Also referred to as the Board, it is the nine (9) member elected governing body of Collin College. For more information, go to http://www.collin.edu/leadership/board_of_trustees.html.

Catalog: The online document containing course descriptions and requirements for Collin College's certificates and associate degrees.

Census Date: The 12th class day in a regular 16-week semester, or the fourth (4th) class day in a short summer semester. The census date varies for mini-semesters and express classes. Students are required to attend class prior to the census date.

Century Court: An apartment community located across the street from the Spring Creek Campus (SCC) in Plano that provides a "student only" living environment.

CHEC: Abbreviation for the Collin Higher Education Center in McKinney.

Class/Contact Hour: Number of hours the student is in contact with the professor(s), which is defined by the Texas

Higher Education Coordinating Board (THECB) as 50 minutes = 1 hour.

Class Day: A day when classes are scheduled to meet.

Co-curricular: Programs and activities that directly complement classroom learning (e.g., speakers, field trips, etc.).

College District Business Days: Do not include Collin College recognized holidays or days when the College District is officially closed.

College District President: The chief executive officer of Collin College who reports directly to the Board of Trustees.

College Level Examination Program (CLEP): Students may earn college credit by passing a standardized test(s).

College Wide Identification Number (CWID): Every student at Collin College is issued a CWID. Students will use this number when doing business with college departments on campus or on the web.

Collin College-sponsored Activities: Academic, co-curricular, and extra-curricular activities sponsored by a division, department, or student organization. Approved activities may take place on or off campus. These activities may include classes, field trips, and approved student organization activities.

Competency-based Education: An educational program designed to teach applied and/or job-related clusters of skills and knowledge that form the basis for evaluation of the student.

Complainant: An individual who has submitted an incident report or complaint and/or is named in an incident report as the alleged victim.

Concurrent Enrollment: The status of students who are enrolled in a college course while still classified as high school students or simultaneously enrolled at Collin College and another college or university.

Conditional Probation: Conditional probation may be imposed by the dean of students or designee for disciplinary reasons. See the *Student Code of Conduct* in this student handbook for more information.

Continuing Education (CE): The career skills training division that offers courses, programs, and conferences geared toward professional development in areas such as computer training, small business development, and continuing professional education and re-certification.

Controlled Substances: Any drug or drug paraphernalia,

chemical, or substance, whose delivery, manufacture, possession, sale, purchase, use, abuse, or distribution (as defined by federal law and in the *Texas Controlled Substances Act*) is contrary to the laws of the State of Texas.

Cooperative Work Experience: A method of instruction between a sponsoring company and the student, providing training and experience in the workplace. Students work toward reaching established learning objectives as outlined in a formal plan developed by faculty and staff.

Core Curriculum: Courses all undergraduate students at Collin College are required to complete before receiving an Associate of Arts (AA), Associate of Science (AS), Associate of Arts in Teaching (AAT), or Associate of Applied Science (AAS) degree.

Co-requisite: Refers to courses that must be taken simultaneously during the same semester (e.g., science lecture and lab).

Core Values: Values developed by the Board of Trustees, College District president, students, administrators, faculty, and staff that have become a guiding force for Collin College. They include a passion for: Learning, Service and Involvement, Creativity and Innovation, Academic Excellence, Dignity and Respect, and Integrity.

CougarMail: A campus-wide email system that is used as an official form of communication between students and college employees.

CougarWeb: Through this online web portal, students can view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, and more.

Course Load: The number of semester hours for which a student enrolls in a given term.

Course Reference Number (CRN): A five (5) digit number used during online registration to register for a specific course and section.

CPC: Abbreviation for the Central Park Campus in McKinney.

Credit: Units assigned to each course (see Credit Hour).

Credit by Exam: Exams offered through Collin College to receive credit for a specific course.

Credit Hour: A unit of measurement used to fulfill the requirements for a college degree or certificate. Varies by course, but generally refers to the number of hours spent in a specific course each week. Upon successful completion of a course, the credit hours earned are applied to the student's academic transcript. Students need to earn a specific

number of credit hours to complete their associate degrees or certificate programs at Collin College, to transfer to a college or university, and to complete their bachelor's degrees at a college or university.

Curriculum: All courses collectively offered at Collin College.

CYC: Abbreviation for the Courtyard Center in Plano.

Dean or Director: The administrative head of a division or department.

Dean's List: Students who complete 12 or more quality credit hours during a regular 16-week semester with a current 3.5 semester GPA or above qualify for the Dean's List.

Degree Plan: The list of courses required for a specific degree, which are outlined in the current *Collin College Catalog*.

Developmental Education (DE): Courses designed to provide students with the basic skills needed to achieve success in college-level courses and to complete Texas Success Initiative (TSI) requirements. DE courses are offered in Developmental Mathematics (MATH), English as a Second Language (ESL), and Integrated Reading and Writing (INRW).

Disciplinary Appeals Committee (DAC): A group appointed by the designated Leadership Team member as part of the disciplinary appeal process for students. The DAC is available for students who appeal the administrative decision of the dean of students or designee.

Drop: Dropping one (1) or more Collin College courses prior to the term census date.

Earned Hours: The number of credit hours a student successfully completes during a given semester. This includes college-level, Developmental Education (DE), non-traditional, and transfer coursework.

Electives: Courses that do not necessarily count toward a major but are required for most college degrees. Students should consult an academic advisor before deciding upon electives.

Electronic Smoking Devices: 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 a user in the form of a vapor. Typically, electronic smoking devices contain battery-powered heating elements, replaceable cartridges containing nicotine or other chemicals, and an atomizer that converts the contents of the cartridge into a vapor the user inhales.

English as a Second Language (ESL): The ESL program develops non-native speakers' competencies in reading, writing, listening, conversation, and grammar.

Express Classes: Condensed courses that start at different times throughout the semester.

Expulsion: Expulsion may be recommended by the dean of students or designee for disciplinary reasons. Only the Collin College Board of Trustees (Board) can impose an expulsion on a student, and all expulsions must be approved by the Board. See the *Student Code of Conduct* in this student handbook for more information.

Extra-curricular: Programs or activities that enhance personal and professional development (e.g., leadership opportunities, theme weeks, guest speakers, entertainment, educational and cultural programs, civic engagement opportunities, and student organizations).

Fee: A charge, in addition to tuition, that Collin College assesses for services and laboratories.

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

Full-time: A student enrolled in 12 credit hours or more during a 16-week semester, six (6) credit hours or more during a five-week summer session, or nine (9) credit hours or more during a 10-week summer session.

Good Academic Standing: Indicates a student has earned a 2.0 or higher GPA each semester and a cumulative GPA of 2.0 or higher.

Grade Appeals Board (GAB): A group designated to investigate allegations of capricious or non-capricious grading. Students must follow the grade appeals procedures before requesting assistance through the Grade Appeals Board. See the *Grade Appeals* section in this student handbook for more information.

Grade Point Average (GPA): A calculation made each semester that summarizes grades and credit hours. GPA is calculated by dividing the total number of quality grade points by the total number of quality semester hours attempted.

Grade Points: The value given to each letter grade to calculate a student's GPA.

Honors: An opportunity for students with a 3.5 or higher cumulative GPA to take rigorous and engaging courses.

Lab: A teaching component that occurs inside and/or outside the classroom to enhance the learning experience.

Lab Sciences: Courses utilizing scientific principles for experimentation and research.

Learning Communities: Blend two (2) or more courses around a common interdisciplinary theme to form one (1) integrated class in which students and faculty develop into a community of learners.

Libraries: The libraries provide access to books, periodicals, videos, computers, electronic databases, and knowledgeable staff to assist students.

Major: A student's subject area of specialization.

Matriculate: To go through the process of admission to a college and enroll.

Maximizing Academic Progress Program (MAPP): A program designed to help students develop an individualized plan for success and thereby maintain a 2.0 cumulative GPA. See the *Maximizing Academic Progress Program (MAPP)* section in this student handbook for more information.

Mentor: An experienced faculty or staff member who is available to assist students. Refer to the *Mentor Program* section in this student handbook for more information.

New Student Orientation: A program in which students learn about campus resources and other skills leading to success at Collin College. See the *New Student Orientation* section in this student handbook for more information.

Non-advanced Course: Courses offered on the freshman (1000 series) and sophomore (2000 series) levels.

Non-credit Course: A course for which no credit can be earned.

Online Registration: A registration system that allows students to register, pay, and obtain grades through CougarWeb.

Overload: Students are normally permitted to enroll in up to 18 credit hours during a regular 16-week semester. A student wanting to enroll in more than 18 hours must obtain approval from the registrar. Classification varies for courses meeting on alternative or accelerated schedules.

Part-time: A student enrolled in 11 credit hours or less during a 16-week semester, five (5) credit hours or less during a five-week summer session, or eight (8) credit hours or less during a 10-week summer session. Classification varies for courses meeting on alternative or accelerated schedules.

Patchwriting: An inaccurate form of paraphrasing that relies too heavily on the source material. In these instances, direct quotes, pieces of information, phrases, and/or the original author's ideas are "patched" together or rearranged to make the information appear as if it is the student's own work. The student's work is considered plagiarized even if he or she

credits the original source(s).

Permanent Record: The cumulative record of a student's courses, grades, credits, classification, address, College Wide Identification Number (CWID), etc.

PRC: Abbreviation for the Preston Ridge Campus in Frisco.

Prerequisite: A course that must be completed before enrolling in a subsequent course. A prerequisite may also be a high school course, an appropriate assessment score, or permission from a professor.

President's List: Students who complete 12 or more quality credit hours during a regular 16-week semester with a 4.0 semester GPA qualify for the President's List.

Prospective Student: An individual who is in the process of admitting/enrolling or re-admitting/re-enrolling to Collin College.

PSTC: Abbreviation for the Public Safety Training Center in McKinney.

Quality Hours: College-level credit hours a student completes at Collin College, excluding Developmental Education (DE), nontraditional, and transfer coursework. These hours are used in calculating a student's GPA.

Recitation: Required in Chemistry courses, students spend one (1) hour per week in recitation. Recitation reinforces topical course material through experimental learning. Critical thinking and analytical skill building are also strengthened.

Registration: Enrollment prior to a semester, including the selection of classes and the payment of tuition and fees.

Reprimand: Reprimand may be imposed by the dean of students or designee for disciplinary reasons. See the *Student Code of Conduct* in this student handbook for more information.

Respondent: An individual who has been named in an incident report or complaint as the person who allegedly committed adverse action against the complainant.

RW: Abbreviation for the Rockwall Center.

SCC: Abbreviation for the Spring Creek Campus in Plano.

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

Section: A number used during registration to differentiate between days, times, room numbers, and professors of the same course.

Semester Hour: A unit of measurement for college work equivalent to one (1) hour of class work. A three (3) hour course is equivalent to three (3) lecture hours per week during a 16-week semester.

Service Learning: Academically-based volunteer work. See the *Service Learning* section in this student handbook for more information.

Session: Courses, with beginning and ending dates, which are typically shorter than the regular 16-week semester.

Sophomore: A student who has successfully completed 30 or more quality hours, but has not earned an associate degree.

Student: An individual who is currently enrolled or in attendance at Collin College in credit classes, Continuing Education (CE) classes, or noncredit classes either on or off campus, regardless of location or circumstances.

Student Education Records: The cumulative record of a student's courses, grades, credits, classification, address, College Wide Identification Number (CWID), etc.

Student Organizations: Allow students the opportunity to network, socialize, gain valuable leadership and life skills, and become engaged in service activities both on campus and in the community.

Student Organizations Procedures Manual (SOPM): A guidebook containing the rules and regulations that govern Collin College student organizations.

Suspension: Dismissal of a student because his or her grades have fallen below a certain standard (see Academic Suspension). Suspension may also be imposed by the dean

of students or designee for disciplinary reasons (see the *Student Code of Conduct* in this student handbook for more information).

Syllabus: A document, usually presented on the first (1st) day of class, covering course topics and assignments, required textbooks, attendance, and grading policies.

Texas Success Initiative (TSI): The state-mandated testing component designed to ensure all students attending public institutions of higher education in Texas have the reading, mathematics, and writing skills necessary to perform college-level work.

Transcript: The official record of all coursework at a particular institution.

Transfer Agreement: A formal agreement between two (2) institutions of higher education that provides the framework for the acceptance of specific courses and/or programs by the receiving college or university.

Transfer Courses: College-level courses that transfer to other colleges or universities. Because a course will transfer does not mean that it will apply to a specific major or degree plan at another college or university. Students should consult an academic advisor regarding transfer courses.

Violation: Behaviors that can result in disciplinary action up to and including suspension and expulsion from Collin College.

Web Courses: Fully online courses that offer students the flexibility to obtain an education via the Internet. These courses are identified with a "W" in the section number.

Withdrawal: To withdraw from one (1) or more courses in a particular semester after the census date.

Collin College 2018 - 2019 Academic Calendar

FALL 2018

August 17	All College Day (All Campuses Closed)
August 27	Fall Classes Begin
September 3	Labor Day Holiday (All Campuses Closed)
September 10	Fall Census Date
September 21	Plano Balloon Festival (Spring Creek Campus in Plano Closes at 3 p.m.)
September 22-23	Plano Balloon Festival (Spring Creek Campus in Plano Closed)
October 19	Fall Last Day to Withdraw
November 21-25	Thanksgiving Holiday (All Campuses Closed)
December 10-16	Fall Final Exam Week
December 14	Collin College 2018 Commencement at 7 p.m.
December 17	Three-Week Dec./Jan. (Wintermester) Classes Begin
December 18	Three-Week Dec./Jan. (Wintermester) Census Date
December 21	Three-Week Dec./Jan. (Wintermester) Last Day to Withdraw
December 17-21	Three-Week Dec./Jan. (Wintermester) Classes Meet
December 22-January 1	Winter Break (All Campuses Closed)
SPRING 2019	
January 2	Three-Week Dec./Jan. (Wintermester) Classes Resume
January 9	Three-Week Dec./Jan. (Wintermester) Final Exams
January 21	MLK Holiday (All Campuses Closed)
January 22	Spring Classes Begin
February 4	Spring Census Date
March 11-14	Spring Break (No Classes)
March 15-17	Spring Break (All Campuses Closed)
March 22	Spring Last Day to Withdraw
April 19-21	Spring Holiday (All Campuses Closed)
May 13-19	Spring Final Exam Week
May 17	Collin College 2019 Commencement at 7 p.m.

SUMMER 2019

May 20	Three-Week May (Maymester) Classes Begin
May 21	Three-Week May (Maymester) Census Date
May 24	Three-Week May (Maymester) Last Day to Withdraw
May 27	Memorial Day Holiday (All Campuses Closed)
June 4	Three-Week May (Maymester) Final Exams
June 10	Five-Week June (Summer I) and Ten-Week (Summer III) Classes Begin
June 13	Five-Week June (Summer I) Census Date
June 18	Ten-Week June (Summer III) Census Date
June 25	Five-Week June (Summer I) Last Day to Withdraw
June 28	July 4th Make-up Day for Summer Five- and Ten-Week (TR) Terms
July 4	Independence Day Holiday (All Campuses Closed)
July 11	Ten-Week June (Summer III) Last Day to Withdraw
July 11	Five-Week June (Summer I) Final Exams
July 15	Five-Week July (Summer II) Classes Begin
July 18	Five-Week July (Summer II) Census Date
July 19	Required Class Day for Summer Five- and Ten-Week (MW) Classes
July 26	Required Class Day for Summer Five- and Ten-Week (TR) Classes
July 30	Five-Week July (Summer II) Last Day to Withdraw
August 12-13	Ten-Week June (Summer III) Final Exams
August 13	Five-Week July (Summer II) Final Exams

Section 1: Policies, Procedures, and Services

Academic Advising

Academic Advising is dedicated primarily to assisting students in defining and achieving their academic goals (i.e., transfer, degree plans, choosing the correct transfer or workforce degree plan, etc.). Participating in the academic advising process is an integral component necessary for each student's success at Collin College.

Productive academic advising is dependent upon a continuous collaboration between the academic advisor and the student. Students can meet with an academic advisor at whichever campus is most convenient for them. Academic advisors are located within Student and Enrollment Services at the Central Park Campus (CPC) in McKinney Room D-117, Preston Ridge Campus (PRC) in Frisco Room F-109, and Spring Creek Campus (SCC) in Plano Room G-103.

Successfully achieving academic goals requires active and timely participation from both students and academic advisors. Therefore, every student is strongly encouraged to meet with an academic advisor each semester prior to registering for classes to evaluate his or her progress and map the student's academic pathway. The student's responsibilities for academic advising include:

1. read and respond to CougarMail,
2. maintain regular contact with an academic advisor and/or academic planning coach (optional) during each semester,
3. be an active learner by participating fully in the academic advising experience,
4. utilize CougarCompass to keep a personal record of degree progress,
5. clarify goals and provide the academic advisor and/or academic planning coach (optional) with accurate information,
6. be knowledgeable about Collin College instructional programs, and
7. be prepared and accept responsibility for his or her decisions.

Academic Planning Coach Program

The Academic Planning Coach Program is designed to support new, first-year students. Students in the program are matched with a faculty member and an academic advisor who provide coaching on course registration, degree requirements, students' goals and challenges,

graduation/transfer planning, and other topics pertinent to academic success in the first (1st) year. Students can learn more about the program during New Student Orientation or by contacting the QEP coordinator at 972.599.3176.

Academic Ethics

Collin College expects all members of the academic community to demonstrate honesty and integrity in every endeavor. Cheating, collusion, plagiarism, and other acts of scholastic dishonesty lessen the entire process of learning and acquiring knowledge.

For more information on academic ethics and scholastic dishonesty, see the *Student Code of Conduct* located in this student handbook.

Academic Etiquette and the College Experience

Students and professors at Collin College share a responsibility to promote, develop, and maintain a positive learning environment. Students are asked to show respect to other students and professors.

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 lectures, projects, in-class and out-of-class exercises, and 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 and activities.

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 class, labs, or other Collin College learning environments. This includes, but is not limited to, social networking activities such as texting, talking on the phone, and web browsing from laptops, smart phones, or any other electronic devices during class time. Consult the professor for specific guidance. If there is a need to monitor any outside communication for emergency purposes during a specific class, a student should set the device on vibrate and inform the professor before class begins, so as not to disrupt the class and 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 engaged in classroom activities are examples of behaviors that are both discourteous to other students and disruptive to the purposes of the course.

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. 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. Students are also encouraged to seek out college resources that will aid in achieving academic success.

Academic Standards

All students are encouraged to work toward achieving their goals and maintaining scholastic progress throughout their enrollment at Collin College.

Good Academic Standing

Students are considered in good academic standing if a 2.0 or higher cumulative grade point average (GPA) is maintained.

Academic Progress

Academic progress occurs when a student has earned a term GPA of at least a 2.0.

Accommodations at Collin College for Equal Support Services (ACCESS)

Collin College provides equal access to education and safeguards against discrimination by offering specialized services and reasonable accommodations to qualified students who may have a disability. Students must apply for services through the Accommodations at Collin College for Equal Support Services (ACCESS) Office and provide appropriate documentation before the request for reasonable accommodations will be considered.

Students must be admitted to Collin College before completing the Student Disclosure and Accommodation Request Form. For more information and to apply for disability services, go to www.collin.edu/studentresources/disabilityservices/accessapplicationprocess.html.

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

The process for determining reasonable accommodations is

interactive and individualized, and considers third (3rd) party documentation as well as student input and observations and interactions with faculty and staff. Third (3rd) party documentation must be obtained from a licensed professional (e.g., psychologist, diagnostician, physician). Specific documentation guidelines may be obtained on the ACCESS Office website and/or through meeting with an ACCESS advisor.

Each semester a new Course Accessibility Letter must be obtained and presented to the student's professors in order to receive approved accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or problems with their requested accommodations.

In order to accommodate the testing needs of ACCESS students who receive Alternative Testing Accommodations and provide quality service, the ACCESS Office requires students to schedule their exams with the office at least **seven (7) 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 district closures. Students are required to schedule their final exams at least **10 College District business days** in advance.

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

Dual credit students needing accommodations for their Collin College classes are required to apply and be approved for academic accommodations through the ACCESS Office. Disability support services received in high school do not automatically transfer into the college setting. Dual credit students are advised to apply for accommodations through the ACCESS AIM Portal at least one (1) month before classes begin.

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

Initial application for this exemption should be provided at least one (1) month before the student attends Collin College and before the payment deadline. Subsequently, each semester immediately after registering for classes, students must contact the ACCESS Office to obtain a tuition exemption or their classes will be dropped for non-payment (DNP).

The Deaf/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 Office based on satisfactory academic progress (SAP). A tuition exemption is not an academic accommodation.

For more information, contact the ACCESS Office at 972.881.5898 or go to www.collin.edu/studentresources/disabilityservices/. ACCESS Offices are located in Room B335 at the Central Park Campus (CPC) in McKinney, Room F144 at the Preston Ridge Campus (PRC) in Frisco, and Room D140 at the Spring Creek Campus (SCC) in Plano.

Adding and Dropping Courses

Students may add classes online in CougarWeb through the first four (4) days of classes during the long semesters and during the first (1st) day of summer or mini-semester terms. For express and weekend courses, registration deadlines will vary. For 16-week classes, there is a registration hard deadline of the fourth (4th) day of the semester. Registration for any course will result in full tuition and fee assessment for the course hours. For more information, contact an academic advisor.

Students may drop classes online in CougarWeb through the census date for each term, unless there is a registration hold(s) on the student's records. In these cases, the student must come to the admissions area in the Student and Enrollment Services Office on campus to drop the course(s). Students must initiate the process to drop a course(s) prior to the first (1st) class day, or they will be required to make payment for tuition and fees assessed. Students receiving financial aid may not be automatically dropped from classes. Any course dropped on or after the first (1st) day of each term or mini-semester will result in charges for the dropped course as determined by the state refund guidelines and approved tuition rates. When dropping a class, the student must also drop any accompanying lab or the CougarWeb system will automatically leave the student registered for the lecture.

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

International students should contact the International Student Office (ISO) prior to dropping courses. For international students, failure to maintain full-time status* could affect or jeopardize their F-1 Visa and/or immigration status.

Students receiving financial aid or veterans assistance should contact the Financial Aid/Veterans Affairs Office prior to dropping courses.

*Full-time status is 12 credit hours during the fall and spring semesters and six (6) credit hours in a summer session. Full-

time status for mini-semester varies. International students are not required to enroll in summer sessions.

Admissions

Collin College operates under an "open door" admissions policy. Students who are 18 years of age or older are eligible for admission. Applicants over 18 years of age admitted without a GED or high school diploma will be strongly encouraged to complete the GED during the first (1st) semester of enrollment at Collin College. Information about GED testing is available through the Texas Education Agency's website at <https://tea.texas.gov/Home/>. Additionally, the Collin County Adult Literacy Council offers a referral service for North Texas through its website <https://sites.google.com/site/collincountyadulteracycoun/> and helpline.

Students under 18 years of age may be admitted under one (1) of the following special admissions categories:

1. high school students involved in the concurrent enrollment/dual credit program,
2. high school students who have exceptional ability and are requesting early admission consideration,
3. students under 18 without a high school diploma or equivalent, and
4. home school students under the age of 18.

Students not applying through their high school dual credit programs may contact a special admission coordinator for admissions and course availability information. Due to state law, not all college courses are available for dual credit or concurrent enrollment. Students under age 18 admitted under a special admissions category are not eligible for *Title IV* benefits. For more information on special admissions, contact the Dual Credit Office at 469.365.1850, or go to www.collin.edu/dualcredit.

Collin College reserves the right to guide the placement of students through assessment, which may include interviews and a review of past academic achievement.

Registration options are enhanced and delays may be avoided by completing all admission requirements in advance of registration. 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.

Official transcripts are required from all regionally accredited colleges and/or universities attended. Failure to provide a transcript will result in future registration at Collin College being blocked and ineligibility to receive Collin College

transcripts. If no college and/or university has been attended, a high school transcript or GED is required. Documents and transcripts submitted for admission become the property of Collin College and will not be returned to the applicant.

Students needing academic accommodations must apply and be approved through the Accommodations at Collin College for Equal Support Services (ACCESS) Office (i.e., disability services). For more information, see the *Accommodations at Collin College for Equal Support Services (ACCESS)* section in this student handbook.

The table on page 20 details registration requirements for the various categories of students.

Admission to Specific Programs

Programs and certificates in Child Development, Competency-based Business Management Certificate, Dental Hygiene, Emergency Medical Services Professions, Fire Academy and Fire Science Certification, Health Information Management, Nursing, Pastry Arts and Culinary Arts, Polysomnographic Technology, Respiratory Care, and Surgical Technology have specific program admissions criteria and require approval to enroll. Contact the appropriate academic department for information on individual program requirements.

International Students

Students on temporary visas or holding permanent residence cards may be eligible for admission. To verify residency status, students are required to present their visas or permanent resident cards with their application to the admissions area in the Student and Enrollment Services Office.

International Student Admissions (F-1 Visa)

All students holding F-1 Visas should contact the International Student Office (ISO) at 972.516.5012 or email iso@collin.edu. The following deadlines are required for degree-seeking students residing outside of the United States seeking the F-1 student visa:

1. Fall semester – June 1
2. Spring semester – October 1
3. Summer semesters – March 1

All international students must submit the following to ISO at the Spring Creek Campus (SCC) in Plano, Room G103:

1. One (1) of the following:
 - a. TOEFL Internet-based Test (IBT) score of 71 or higher,
 - b. TOEFL Paper-based Test (PBT) score of 525 or higher,

- c. TOEFL Computer-based Test (CBT) score of 197 or higher, or
- d. International English Language Testing System (IELTS) score of 6.5 or higher.

2. A letter of Guarantee dated within six (6) months of the beginning of the semester and the supporting financial evidence statement. For sponsors residing inside the United States: an Affidavit of Support Form dated within six (6) months of the beginning of the semester and the supporting evidence statement.
3. An official transcript (mark sheets, school records) from the last school attended.
4. A copy of the passport ID page showing official name, date of birth, and citizenship.
5. Proof of receiving the bacterial meningitis vaccine, if needed.
6. Complete mandatory training on campus safety.

Upon arrival at Collin College, all original immigration documents including a valid visa (I-94 arrival/departure record), a valid passport, the I-20, and the original financial documents will be copied and kept on file with ISO.

All students are required to take the Pre-Assessment Activity (PAA) and the Texas Success Initiative (TSI) assessment prior to enrolling in credit classes.

Foreign transcripts will not be evaluated. I-20s will not be issued for students seeking entrance into the United States on a permanent basis.

Tuition and fees should be paid in full prior to the first (1st) class day. There is no financial aid available for international students.

Transfer International Students Within the United States (F-1 Visa)

The following deadlines are required for transfer international students holding F-1 Visas:

1. Fall semester – July 1
2. Spring semester – November 1
3. Summer semesters – April 1

In addition to the requirements listed in the International Student Admissions (F-1 Visa) subsection above, the following items must also be submitted:

1. A copy of current I-20, passport, visa, and I-94.

Registration Requirements

		Type of Student					
		First-time Freshmen (18 Years of Age and Older)	Applicants Without a U.S. Diploma/GED	High School Concurrent Enrollment/Dual Credit	Home School	Transfer Students from Another College/University	Returning Students
Admissions Requirements	Complete an Application for Admission Online at https://apply.collin.edu/	Required	Required	Required	Required	Required	Required if student has not been enrolled during the preceding 12 months
	Documentation that Student is No Longer Enrolled in a High School Program	Not Required	Required if under 18 years of age	Not Required	Not Required	Not Required	Not Required
	Proof of Bacterial Meningitis Vaccination or Exemption	Required if under 22 years of age	Required if under 22 years of age	Required if taking classes on a Collin College campus	Required if under 22 years of age	Required if under 22 years of age	Required if under 22 years of age and previous vaccination has expired
	Transcript(s) Required	Final, official high school transcript or GED	Final, official high school transcript	Current official high school transcript	Official home school transcript	Official transcripts from all colleges or universities previously attended	Official transcripts from all colleges or universities previously attended
	Written Parent/Guardian Permission	Not Required	Required if under 18 years of age	Required	Required	Not Required	Not Required
	Contact a Special Admissions Coordinator/Advisor	Not Required	Required if under 18 years of age	Required	Required	Not Required	Not Required
	Complete Pre-assessment Activity (PAA) or Provide Proof of Exemption/Waiver	Required	Required	Required	Required	Waived with successful transfer credit	Already Completed
	Complete Texas Success Initiative (TSI) Testing or Provide Proof of Exemption/Waiver	Required	Required	Required	Required	Waived with successful transfer credit	Already Completed
	Complete New Student Orientation (NSO)	Required	Required	Optional	Optional	Optional	Optional
	Complete Mandatory Online Campus Safety Training	Required	Required	Required	Required	Required	Required if not previously completed

2. Transfer Verification Form from the international student advisor at the last college or university attended.
3. Official TSI test scores or documentation. For more information, see the *Texas Success Initiative (TSI)* section in this student handbook.
4. Institutional TOEFL score-reports of 525 (or higher) from The University of Texas at Arlington (UTA), The University of Dallas, or the University of Phoenix will be accepted in lieu of an official TOEFL score report. Students who can document graduation from the Intensive English Language Institute at the University of North Texas (UNT) or have completed Freshman English with a "C" or better will be exempt from the TOEFL requirement.
5. Official transcripts from all colleges and/or universities attended in the United States with a minimum GPA of 2.0. To ensure enrollment, degree-seeking transfer students should submit admission requirements prior to the deadlines listed online at www.collin.edu/gettingstarted/advising/international/.

For more information, contact the International Student Office (ISO) at the Spring Creek Campus (SCC) in Plano, Room G103, 972.516.5012. To download the required forms, go to www.collin.edu/gettingstarted/advising/international/.

Admissions Policies

Academic Fresh Start

State law (*Texas Education Code, Sec. 51.931*) allows students who are residents of Texas and have academic credits earned 10 or more years prior to the starting date of the semester in which they seek admission to Collin College to have those credits or grades not be considered in the admission decision. This allows students to begin a new course of study with a clear academic record.

Note: This is an all or nothing option. Students are not able to pick and choose which courses to include or exclude. If the Academic Fresh Start option is selected, credits for any courses taken 10 or more years ago will not be counted. This means courses taken previously:

1. cannot be used to fulfill new prerequisite requirements,
2. cannot be counted toward the new degree, and
3. will not be counted in the new GPA calculations.

Students must complete the admissions process, including providing information on all colleges or universities

previously attended and providing official transcripts from all schools attended.

Students under the Academic Fresh Start provision must still meet the criteria for the Texas Success Initiative (TSI). For more information, see the *Texas Success Initiative (TSI)* section in this student handbook.

Academic Fresh Start must be claimed upon application to Collin College and will not be applicable to currently enrolled students. Once the "Right to an Academic Fresh Start" provision has been claimed and the student has enrolled, the provision cannot be reversed. An applicant may use the Academic Fresh Start provision only once at Collin College.

Students must submit an application for Academic Fresh Start prior to enrollment at Collin College, preferably at the time of admission. The application is available through the Registrar's Office. Students will not be granted Academic Fresh Start until they have completed their admissions file. The Application for Academic Fresh Start should be completed, signed, and returned to the Registrar's Office.

The final authority on applying or interpreting the State law (*Texas Education Code, Sec. 51.931*), Right to an Academic Fresh Start, is the registrar.

Academic Fresh Start impacts only the student's academic record. For more information on the impact on financial aid, contact the Financial Aid/Veterans Affairs Office.

Transferring to Collin College

Transfer students who are in good standing academically at the last institution of higher education they attended are eligible for admission to Collin College. An official college transcript from all regionally accredited colleges or universities attended, proof of meningitis vaccination (if needed), and TSI status documentation is required.

Students who transfer to Collin College from other institutions of higher education may be awarded credit according to the following conditions:

1. Credit must have been earned at a regionally accredited institution of higher education. Foreign transcripts will not be evaluated or accepted.
2. An official transcript from all regionally accredited institutions of higher education attended by the student must be on file at Collin College.
3. Official course descriptions from the catalog under which the student attended may be required for evaluation.
4. Credit for courses equivalent to those listed in the *Collin College Catalog* will be accepted if the courses are required on the student's degree plan for

graduation. Other credits may be accepted in lieu of elective courses depending on the student's area of study.

5. Only the highest grade and credits earned for a repeated course at a previous institution will be applied toward degree or program requirements.
6. Courses with a grade of "D" are accepted from other institutions; however, only the course credit will be counted, not the grade points. Courses with grades of "F" and "I" will not transfer.
7. Waivers for physical education requirements may be granted for medical reasons. A written statement from a physician and one (1) additional hour of electives are required. Credit for PHED courses is awarded for military training upon receipt of a student's DD214 (Honorable Discharge).
8. While there is no limit on the number of hours that can be transferred into Collin College from other institutions, there is an 18 credit hour residency requirement to earn an associate degree from Collin College. Students obtaining certificates containing 18 hours or less must complete 15 hours of coursework in residence at Collin College. Petitions to transfer credits into certificates containing 18 hours or less may be made to the appropriate academic dean through the degree plan coordinator.
9. Time limits and minimum grade requirements may be imposed for transfer work into select areas of study. Contact the appropriate associate academic dean or academic dean for details.
10. Collin College does not evaluate transcripts or award transfer credit earned at foreign institutions; however, students may be eligible for credit through examination at the college.
11. Fall 1985 through Summer 2008 transfer work was included in a student's overall GPA. Beginning with Fall 2008, transfer work is not included in a student's overall GPA.

Collin College degree plan coordinators conduct official transcript evaluations. Students must be currently admitted to Collin College to request a degree plan.

Residency Requirements

To be considered a Texas resident for tuition purposes, students must have clearly established a domicile in Texas for the 12 months preceding enrollment. A student's residency classification determines the tuition rate for each course hour of registration. Documentation of Texas residency is required.

Students on certain types of visas are not eligible for in-state tuition. Permanent residents are eligible for in-state tuition once the 12-month requirement is met. Contact the Student and Enrollment Services Office for visas eligible for in-state residency.

The responsibility for registering under the proper residency classification is that of the student, and any question concerning the student's right to classification as a resident of Collin County must be clarified prior to enrollment at Collin College. Students not documenting county or state residency prior to the census date of the term will be charged the higher rate. Tuition refunds due to residency changes will only be made for college errors if documentation was not submitted before census. See the *2018-2019 Academic Calendar* section in this student handbook for each term's census date.

In-county, Out-of-county, Out-of-state, and Out-of-country Classification

Once a student's in-state Texas residency status is established, his or her classification as in-county (i.e., a Collin County resident) or out-of-county is based on where the student resides.

If the student is classified as a Texas resident and owns residential real property or lives in Collin County, he or she is eligible for the in-county tuition rate. If the student meets in-state requirements but lives outside of Collin County, he or she will pay the out-of-county tuition rate. If the student moves outside of Collin County on or before the term's certification date, he or she must pay the additional tuition.

In-county Residency

To establish in-county residency, the student may present a valid Texas driver's license in his or her name showing the student's current Collin County address. Alternatively, the student may present one (1) of the following documents:

1. a current signed lease agreement in the student's name showing a Collin County address,
2. a current automobile registration showing a Collin County address,
3. a copy of a current deed and/or property tax statement showing ownership of Collin County property,
4. business or official correspondence to the student's current Collin County address (e.g., utility bill, phone bill, billing statements from department stores or credit agencies within the last 30 days),
5. car insurance dated within the last 30 days with a Collin County address,
6. bank statement within the last 30 days with a Collin

County address, or

7. pay stubs within the last 30 days with a Collin County address.

Out-of-county Residency

Students who have established Texas residency and who reside outside of Collin County on or before the census date for the term will be classified as out-of-county.

Out-of-state and Out-of-country Residency

Students who have not resided in Texas for the 12 months preceding registration will be classified as out-of-state. Most students holding temporary visas will be classified as out-of-country.

Ad Valorem Waivers

Students who have not lived in Texas for the 12 months preceding registration, but who own residential property in Collin County, may be eligible for an ad valorem waiver. A copy of the deed or most recent property tax statement is required for verification. If this waiver is based on a student's (under age 24) parents' property ownership, go to the Student and Enrollment Services Office for the proper form to complete. This form must be completed each semester until Texas residency has been established (i.e., 12 months). Once Texas residency has been established (i.e., after 12 months), ad valorem waivers expire and additional residency must be provided.

Property owners on most types of temporary visas are not eligible for the ad valorem waiver. Students and/or their parents must generally be U.S. citizens or permanent residents to be eligible for an ad valorem waiver.

Change of Address, Name, Etc.

Changes of address, name, etc. must be promptly reported to the admissions area in the Student and Enrollment Services Office. This enables students to receive registration and other information from various Collin College departments and programs. Changes of address affecting residency classification should be promptly reported, along with appropriate documentation of current address, to the Student and Enrollment Services Office. Name and College Wide Identification (CWID) changes require photocopies of the student's Social Security card or Texas driver's license.

Advanced Placement (AP) Examination

Students who have received college-level training in secondary school and who have scores of three (3), four (4), or five (5) on the appropriate Advanced Placement (AP) examination may be granted, on request, placement and credit for comparable courses at Collin College. After enrolling, students must complete six (6) semester hours at Collin College before credit is given.

AP Examination	Collin College Equivalent
Art/Drawing 1	ARTS 1316
Art General (2-D or 3-D)	ARTS 1311
Art History	ARTS 1303
Biology	BIOL 1406 and 1407
Calculus (AB)	MATH 2413
Calculus (BC)	Score of 3: MATH 2413 Score of 4 or 5: MATH 2413 and 2414
Chemistry	CHEM 1411 and 1412
Computer Science (A)	COSC 1436
Economics (Macro)	ECON 2301
Economics (Micro)	ECON 2302
English Language and Composition	Score of 3: ENGL 1301 Score of 4 or 5: ENGL 1301 and 1302
English Literature and Composition	Score of 3: ENGL 1301 Score of 4 or 5: ENGL 1301 and 1302
Environmental Science 1	ENVR 1401
European History	HIST 2311 and 2312
French Language	FREN 1411 and 1412
German Language	GERM 1411 and 1412
Government	GOVT 2305
Human Geography	GEOG 1302
Music Theory	MUSI 1311
Physics 1	PHYS 1401
Physics 2	PHYS 1402
Physics C (Mechanics)	PHYS 2425
Physics C (Electrical and Magnetic)	PHYS 2426

Psychology	PSYC 2301
Spanish Language	SPAN 1411 and 1412
Statistics	MATH 1342
U.S. History	HIST 1301 and 1302
World History	HIST 2311 and 2312

For more information, contact the director of testing at 972.548.6773.

Air Force and Army ROTC

Collin College students are given the opportunity to participate in the Air Force and Army ROTC programs as crosstown students at the University of North Texas (UNT) in Denton, Texas.

Students are required to attend an academic class, leadership laboratory, and physical training at UNT once a week during the fall and spring semesters.

The ROTC mission is to develop quality leaders to serve our country as officers in the United States Air Force or Army. As part of the program, students will prepare to become Air Force or Army officers while completing their degrees as college students. Students may participate in the four (4) year or three (3) year programs.

Students enroll in ROTC classes at the same time and in the same manner as other Collin College courses. Business and Computer Systems administers the offering of Air Force and Army ROTC courses for Collin College, and students register and pay via CougarWeb (<https://cougarweb.collin.edu>) in accordance with published payment deadlines.

For more information, go to <http://afrotc.unt.edu/> or <http://armyrotc.unt.edu/>, or e-mail det835@unt.edu or army.rotc@unt.edu.

Allen Center (AL)

Staff

Admissions and registration staff are available at the Allen Center. For more information, contact the Allen Center at 972.377.1060 or visit www.collin.edu/campuses/allen/Index.html.

Parking

Students taking courses at the Allen Center are required to have a Collin College parking decal. Decals are available free of charge from Allen Center staff. Collin College has designated parking on the east side of the Allen High School

(AHS) main entrance. If the parking lot is full, Collin College students are allowed to park in the AHS parking lot. Dual Credit students are not allowed to use the Collin College parking lot, and must use the AHS parking lot.

Smoking, Tobacco, and Electronic Smoking Devices Prohibited

Collin College students and staff are strictly prohibited from smoking and using tobacco products or electronic smoking devices anywhere on the facilities or grounds of the Allen Center or AHS. A definition of electronic smoking devices is listed in the *College Terminology* section of this student handbook.

Textbooks

Students can purchase textbooks through one (1) of the Collin College bookstores located at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, or Spring Creek Campus (SCC) in Plano. In addition, students may purchase books through the bookstore website at <https://collin.bncollege.com/>.

American Sign Language (ASL) and Interpreting Laboratories

The American Sign Language (ASL) and Interpreting Laboratories are 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 work with students to develop culturally appropriate behavior, second (2nd) language acquisition, and interpreting skills with continuous language exposure. The ASL Laboratory is located at the Spring Creek Campus (SCC) in Plano, Room BB108. The Interpreting Laboratory is located at SCC in Room D210. Hours of operation are posted outside the labs each semester.

Animals on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=service%20animal>.

Collin College shall allow certain animals to accompany a student or visitor on campus, in accordance with the following:

1. Instructional animals required for use in teaching or research. Prior to bringing an animal on campus for instructional purposes, written permission shall be obtained from the appropriate academic dean. The permission statement shall clearly designate the date, location, and purpose for the animal's presence on campus. Each animal shall be on a leash, or equivalent, and fully under the control of the handler. The handler shall have documentation of current

vaccinations for the animal. The care and supervision of the animal shall be the sole responsibility of the handler.

2. Service animals as defined by the *Americans with Disabilities Act (ADA)* and used as guide dogs or signal dogs, or other animals individually trained to provide assistance to an individual with a disability. Service animals are working animals not pets. Animals that meet this definition shall be considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals shall have a harness, leash, other tether, or otherwise be under the handler's control (e.g., voice control, signals, or other effective means). The care and supervision of the animal shall be the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodations under the ADA. Students utilizing a service animal shall complete a registration form with Collin College's ACCESS Office.
3. All other animals shall not be permitted on any Collin College campus or in any Collin College facility.

Armed Forces Credit

In addition to using credit earned at other institutions to achieve advanced placement at Collin College, students may receive such standing by presenting evidence of having satisfactorily completed a program of military training for which equivalent college credit may be given in accordance with the American Council on Education Standards and Recommendations. The degree plan coordinator evaluates Armed Forces credit. Credit for military training will be awarded upon receipt of a student's DD214 (Honorable Discharge).

Articulated High School College Credits

Students who elected to take Collin College articulated courses in high school may be eligible to receive college credit for those courses upon high school graduation. These credits are completely tuition free and are awarded based on successful completion of an end-of-course competency assessment.

The requirements to receive college credit are:

1. earn a passing grade* on the end-of-course competency based assessment in high school,
2. earn six (6) non-developmental Collin College education credit hours and submit the petition for

articulated credit within 12 months of high school graduation to a special admissions coordinator, and

3. submit an official, final high school transcript along with the petition. Articulated high school credits must be notated on the high school transcript.

Upon completion of the above steps, the college credits a student is qualified for will be applied to his or her Collin College transcript at the end of the college's grading cycle. Credit will only be given for college level coursework. No Developmental Education (DE) levels will be awarded.

*Passing course grades may vary, check with a special admissions coordinator for details.

For more information, contact the Dual Credit Office at 469.365.1850.

Associate Degrees

Students may earn the following degrees at Collin College:

1. Associate of Applied Science (AAS) and Certificates
2. Associate of Arts (AA) or Associate of Science (AS),
3. Associate of Arts or Science in a Field of Study and Certificate,
4. Associate of Arts in Teaching (AAT), and/or
5. Texas Certificate.

To graduate, students must complete a minimum of 18 credit hours at Collin College and satisfy all other degree requirements. Non-traditional and developmental course credit do not meet this residency requirement. Candidates for an associate degree should submit an application for graduation at the beginning of the semester of degree completion.

Athletic Department

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

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

For more information, contact the Athletic Department at 972.516.5025 or go to www.collin.edu/athletics/.

Auditing Courses

Students may choose to audit certain classes. A student who is auditing a class(es) will not receive grades or credit for the course, but his or her transcript will indicate the course was audited. A student who is auditing a class(es) will not be required to take tests; however, participation in regular class activities is expected.

Applied music lessons (MUAP), computer systems, Developmental Education (DE), engineering, foreign language, ROTC, sign language, studio arts, and technology classes may not be audited. Continuing Education offers foreign language classes. For more information, see the *Continuing Education* section in this student handbook or go to www.collin.edu/ce/index.html.

Any student intending to audit a course must have completed admissions requirements and be eligible to register for that course in person on the first (1st) day of classes. Audit students are subject to the usual registration process, and must meet all admissions policies and guidelines. A non-refundable audit fee is assessed for each class in addition to regular tuition and fees. Students who audit are not eligible to drop or withdraw from the course or print from computers in the libraries or computer labs.

Students who have already registered for a course as credit may not later change their status to audit. However, audit students may change to credit status prior to the term's census date. Students admitted under special admissions are not eligible to audit courses.

Authorized Use of Facilities

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=authorized%20use%20of%20facilities>.

Purpose

Collin College provides facilities for use by community groups when such use advances Collin College's mission and when such use is not in conflict with Collin College's programs and does not constitute a violation of the local, state, or federal laws governing actions by public agencies. The Board reserves the right to determine whether a proposed use of facilities is consistent with the philosophy, objectives, and policies of Collin College.

Philosophy

Collin College is supported by public and private funds. Those who benefit most from its activities are students. However, since Collin College is supported by all individuals in its service area, it is dedicated to serving the needs of all its constituents, as appropriate. In support of this mission, Collin College encourages use of its facilities by the public.

The grounds and facilities of Collin College shall be made available to members of the Collin College community, including students and their respective approved student organizations, when such use does not conflict with normally scheduled activities or any Collin College policy. Students and approved student organizations shall be subject to Collin College rules and regulations governing the use of Collin College facilities. The requesting student(s) or approved student organizations shall pay all expenses incurred by their use of the facilities. Such expenses are limited to the cost for required Collin College custodial, security, and building staff, and damages and/or losses.

Priority of Use

The campus facilities scheduling coordinator shall assign priorities to requests for the use of Collin College facilities in accordance with Board policy. The campus facilities scheduling coordinator, working in conjunction with the appropriate campus vice president/provost or designated representative, shall approve events, dates, and times; resolve conflicts; and approve any deviations from the priority schedule or from the standard fee structure as deemed necessary to carry out Collin College policy in accordance with its philosophy.

Priority for use of Collin College facilities is given to academic programs and approved extra-curricular activities. Collin College will follow the priority schedule contained in Board policy and available on the web at <https://pol.tasb.org/Policy/Search/304?filter=authorized%20use%20of%20facilities>.

Scheduling of Facilities

To reserve space or obtain activity approval, student organizations should contact Student Engagement; all other parties should contact the campus facilities scheduling coordinator at the appropriate campus.

Illegal Weapons on Campus

Collin College prohibits the possession of any prohibited weapon, as defined by Board policies CHF (LOCAL), DH (LOCAL), and FLBF (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 Board policies CHF (LOCAL), DH (LOCAL), and FLBF (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=weapons>.

Banner Reservations

Collin College departments and student organizations can make and have approved banners hung at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and/or Spring Creek Campus (SCC) in Plano, in

accordance with the procedures outlined in the *Student Organization Procedures Manual (SOPM)*. For more information, contact Student Engagement or go to www.collin.edu/campuslife/studentlife/.

Bookstores and Textbooks

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

A list of required and recommended textbooks and supplemental materials for each Collin College course, including the title, author, retail price, and International Standard Book Number (ISBN) can be found on the bookstore website at <https://collin.bncollege.com/>. Students can purchase and rent textbooks through one (1) of the Collin College bookstores located at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, Spring Creek Campus (SCC) in Plano, or on the bookstore website.

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.

Forms of Payment

The Collin College bookstores accept the following forms of payment: cash, Visa, MasterCard, Discover, and Financial Aid.

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 (1st) week of classes with the original receipt.
2. "Short term" class textbooks are only returnable during the first (1st) week of classes.
3. "One (1) day" course textbooks are only returnable prior to the start of the class.
4. For schedule changes and dropped classes, a full refund will be given in the original form of payment during the first 30 days of the term with proof of a schedule change and original receipt.
5. No refunds on unwrapped loose-leaf books or shrink-wrapped titles which do not have the wrapping intact.
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, Nook® Devices, Software, Audio, Video, 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 software, audio books, DVDs, CDs, music, and small electronics 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, prepaid cards, phone cards, newspapers, or magazines.
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 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 (CDs, workbooks, etc.), 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 re-salable condition;
2. all pages, bindings, and covers must be intact;
3. no water damage, excessive highlighting, or writing; and

- old editions and custom books may have little or no value.

For more information, contact the bookstore or go to <https://collin.bncollege.com/>.

Campus Ambassadors

Campus 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. Campus Ambassadors are paid and have the opportunity to work around their class schedules. For more information, call 972.881.5787.

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 vice president/provost and the director of plant operations. 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 Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano are governed by the appropriate vice president/provost 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

The coordinator of job location/development must approve all external job postings. For more information, contact the Career Centers at 972.548.6747.

Campus Safety Training

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

For more information, call 972.881.5710 or 972.881.5604, or log into CougarWeb at <https://cougarweb.collin.edu>.

Career Centers

Collin College's Career Centers connect students' interests with exploring and planning a career and developing job

search skills and strategies that complement their interests, education, training, and goals. The Career Centers utilize numerous methods of equipping and empowering workforce candidates including:

1. career and degree exploration;
2. interactive workshops;
3. career readiness competencies and skills training;
4. online tools and resources;
5. one-on-one career advising;
6. classroom presentations;
7. career and job fairs;
8. employer information sessions;
9. networking;
10. personality, interest, and skills assessments; and
11. job search tools.

For more information, contact the Career Centers at career@collin.edu or go to www.collin.edu/studentresources/career/.

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 majoring in mathematics or natural sciences. CASMNS offers opportunities for selected freshmen and sophomores in Biology, Chemistry, Geology, Mathematics, and Physics to participate in unique undergraduate research activities. Students must have a minimum cumulative GPA of 3.0 and be selected by a faculty member to participate in CASMNS activities.

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

Center for Scholarly and Civic Engagement (CSCE)

The Center for Scholarly and Civic Engagement (CSCE) fosters student learning and civic responsibility through experiential programs that engage students in interactive, collaborative, and reciprocal learning environments. CSCE collaborates with faculty, students, and community partners in offering learning opportunities through civic engagement and other academic, faculty-led programming.

These opportunities develop skills, strengthen character, challenge the intellect; and address global, national, and

local issues through critical thinking, research, and hands-on application of knowledge. CSCE supports academic programming such as Book in Common, Distinguished Speakers Series, Constitution Day, the Leadership Development Institute (LDI), and Community College Day at the Capitol.

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

Certificate Programs

Students obtaining certificates containing 18 hours or less must complete 15 hours of coursework in residence at Collin College. Petitions for transfer credits into certificate programs containing 18 hours or less may be made to the appropriate academic/workforce dean through a degree plan coordinator. Students earning certificates may participate in commencement ceremonies. Candidates for a certificate should submit a petition for graduation at the beginning of the semester of completion.

Child Development Lab School

Collin College provides a Child Development Lab School at the Spring Creek Campus (SCC) in Plano. 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 is designed to promote physical, social, emotional, and cognitive development in a nurturing and supportive environment. Daily activities are based on individual children's needs and interests.

For more information or a fee schedule, call 972.881.5945.

Children on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=children%20on%20campus>.

Unattended children shall 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 classes or approved programs with Collin College. Children shall not be taken to orientations, classes, labs, Testing Centers, or other academic programs. Furthermore, children shall not be taken to work with Collin College employees, other than for approved programs with Collin College.

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 (1st) day of the class. Students who receive Department of Veterans Affairs 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 in order to receive financial aid. Students in online courses must submit an assignment by the census date in order to be considered as attending. Students who stop attending may have to pay a portion of their financial aid back to the Department of Education.

For more information, visit the Financial Aid/Veterans Affairs Office at any campus.

College Level Examination Program (CLEP)

Most publicly-supported colleges and universities have agreed to accept as transfer credits all College Level Examination Program (CLEP) credit granted by regionally accredited institutions using the criteria below. Students planning to use CLEP credit to meet degree requirements at other institutions should check the requirements of the receiving institution. CLEP General Exams are not evaluated for credit at Collin College. The college uses the following criteria for CLEP Subject Examination evaluation:

1. An official CLEP transcript from the College Board is required for CLEP credit. The credit shall be recorded on the student's Collin College transcript with a "CR" in order to be clearly recognized as credit earned by examination. Official CLEP transcripts should be sent to the director of testing. Collin College's CLEP code is 2290.
2. Collin College will not replace an existing grade with CLEP credit, including a grade of "W." Note: a course must be dropped before the term census date to avoid a "W" grade.
3. Credit is awarded for CLEP Subject Examination scores at or above the 70th percentile. See the Collin website or contact the director of testing for specific passing scores.

For each CLEP examination, a non-refundable administrative and examination fee will be charged.

For more information, contact the director of testing at 972.548.6773.

College Wide Identification Number (CWID)

In order to help prevent identity theft, Collin College assigns each student a random College Wide Identification Number (CWID) instead of using the student's Social Security number. The CWID is noted on all student records, except official Collin College transcripts.

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

Collin College News (Online College News Site)

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

For more information, contact the Public Relations Department at news@collin.edu.

Collin College Police Department

Safety and security is a concern for all members of the Collin College community including students, college employees, and visitors. The Collin College Police Department is staffed with Texas State licensed Law Enforcement Officers who are trained to protect life as well as 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 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. Collin College police officers patrol all district campuses 24 hours a day, seven (7) days a week. If assistance is needed, call 972.578.5555 or ext. 5555 from any campus phone. In a medical emergency call 911 and then call 972.578.5555.

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

Access Policy

During business hours, Collin College will be open to students, parents, employees, contractors, guests, and invitees. In accordance with Board policy, unattended children are not allowed at Collin College facilities at any

time. The Collin College Police Department will be notified of unattended children. During non-business hours, access to all college facilities is by key (if issued) or by admittance via the Collin College Police Department or Plant Operations. In the case of periods of extended closing, Collin College will admit only those with prior written approval to all facilities.

Citations

All citations issued by the Collin College Police Department are adjudicated in Justice of the Peace courts in Collin County or Rockwall County.

Confidentiality and Anonymous Reports

Collin College recognizes incidents of crime can be difficult to discuss, and victims may want complete confidentiality in addition to support. If the victim of a crime does not want to pursue action within the Collin College system or the criminal justice system, he or she may still want to consider making a confidential report. With the victim's permission, a Collin College Police Department officer can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the safety of the victim and others. With such information, Collin College can keep an accurate record of the number of criminal incidents; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in Collin College's annual crime statistics. Additionally, victims have the right not to report a crime if they so choose.

Victims can submit an anonymous report of sexual violence. However, doing so may limit Collin College's ability to conduct a thorough investigation, respond appropriately, and stop the behavior from recurring.

The Counseling Services staff is encouraged to inform their clients of the procedures to report a crime to the Collin College Police Department on a voluntary confidential basis, should they feel it is in the best interest of the client.

Contacting Police to Report an Incident

Collin College encourages accurate and prompt reporting of all crimes 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.

If the incident occurred on campus, contact the Collin College Police Department Communications Center 24 hours a day at 972.578.5555, or simply dial ext. 5555 from any campus phone. The Collin College Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are, with some exceptions, public records under state law, the

Collin College Police Department cannot guarantee the confidentiality of information included in reports of crime.

If the incident occurred off campus, the victim should contact the appropriate police department in the city in which the incident occurred. If a victim requests assistance, a Collin College official will help the victim with this process.

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, witnesses' names, the respondent's name, and details of the incident.

For more information regarding Collin College Police Department policies and procedures, refer to their website www.collin.edu/campuspolice/.

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.

Criminal Trespass Warnings

Criminal Trespass Warnings prohibit individuals from entering any Collin College buildings or properties for a specified period of time. Violating the warning is a class B misdemeanor (first offense) and carries a penalty of up to 180 days in jail.

Gang Free Zones

The grounds and facilities owned or controlled by Collin College shall be considered gang-free zones. Students engaging in gang-related activity and/or organized criminal activity at any Collin College facility or grounds shall be subject to disciplinary penalties outlined in the *Student Code of Conduct*. Students involved in illegal acts may also be arrested and face criminal prosecution.

Illegal Weapons on Campus

Collin College prohibits the possession of any prohibited weapon, as defined by Board policies CHF (LOCAL), DH (LOCAL), and FLBF (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 Board policies CHF (LOCAL), DH (LOCAL), and FLBF (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=weapons>.

Registered Sex Offenders

Refer to the *Registered Sex Offenders* section in this student

handbook for more information.

Searches

A law enforcement officer with probable cause may search a student's personal possessions as authorized by law. For more information, see Board policies FLC (LEGAL) and FLC (LOCAL) available on the web at <https://pol.tasb.org/Policy/Search/304?filter=flc>.

Vehicle Use and Operation

Bicycles and properly state registered and 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 ACCESS Office or Human Resources Office as a reasonable accommodation required by the *Americans with Disabilities Act (ADA)* or other federal law. Pedestrians have the right of way on Collin College sidewalks.

Collin Higher Education Center (CHEC)

Bachelor's, master's, and doctoral degrees are available from partner universities at the Collin Higher Education Center (CHEC) in McKinney. Collin College partners with Texas A&M University-Commerce, Texas Woman's University (TWU), The University of Texas at Dallas (UTD), University of North Texas (UNT), and Texas Tech University to offer 25 different degree programs at the CHEC. Each university partner has a representative onsite at the CHEC.

For information about the CHEC and the university programs offered, go to www.collin.edu/chec/ or call 972.599.3100. Parking in the adjacent parking garage is encouraged.

Continuing Education (CE)

Collin College's Continuing Education (CE) program is open to the community and provides a general tuition rate, specific for each course. CE offerings vary from semester to semester in order 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. The most current information is available on Collin College's website at www.collin.edu/ce/.

Quality Learning Opportunities

Collin College's CE program is the leading career skills training institution for adults who are seeking to build new and refine current skills. More than 70 industry-recognized certificate series and certification-preparation training programs are offered in the information technology, management, administrative, finance, logistics, health care,

education, creative, service, veterinary medicine, and hospitality career fields.

If a student has Financial Aid or a third (3rd) party is paying for tuition, do not enroll online.

Call 972.985.3711 or email ceinfo@collin.edu for CE Registration staff to assist with the enrollment process.

What is the difference between a credit course and a CE course?

Credit courses are generally taken as part of a degree program and provide college credits. Non-credit courses are offered to provide a purposeful and systematic process of acquiring and recording lifetime learning. In some circumstances, there may be opportunities to leverage CE courses as a pathway to credit programs through Collin College's Prior Learning Assessment. Successful completion of non-credit courses is recorded as Continuing Education Units (CEUs).

Why would a student want to take CE courses?

These are courses students take to increase knowledge and skills, either to assist students on the job or for their personal enrichment. Students will not earn "traditional" college credits toward a degree, although they may earn Continuing Education Units (CEUs), which will be recorded on a Continuing Education transcript. Some courses may last only a couple of hours while others may meet over several weeks or months.

What are Continuing Education Units (CEUs)?

CEUs are recognized nationally to record satisfactory completion of certain approved occupationally-related programs. Courses are offered throughout the county at a variety of sites depending on the types of courses and availability of facilities.

One (1) CEU is awarded for each 10 contact hours of instruction included in a specified CE program or activity. Successful completion is attendance-based, unless otherwise noted with "Passed Competencies" under "CEUs Earned." Ninety (90) percent attendance is required for successful completion for most courses, but students are encouraged to review the course syllabus for each class to determine specific attendance requirements.

For more information and CE transcript requests, call 972.985.3721.

How can I get more information about the contents of a CE course?

The CE Syllabus Depot has expanded information for the courses offered. The CE Syllabus Depot is located on Collin College's website at <http://iws.collin.edu/cesyllabus/index.html>.

Are there any prerequisites for CE courses?

Many courses specify prerequisite knowledge. These prerequisites are stated to ensure students have the prior knowledge and skills required to get the best out of and be successful in the course. It is recommended students take the time to talk to the program manager for the course area. For more information, go to www.collin.edu/ce/.

How do I register for a CE course?

For most CE courses, there is open enrollment. Students may simply choose the course(s), register, and pay for the class(es). Registration is available online, over the phone at 972.985.3711, or at any of Collin College's main campuses. For many CE healthcare courses, there is an application which must be completed and submitted with supporting documents. For more information, go to www.collin.edu/ce/courses_a_health.html.

Will students receive a certificate upon CE course completion?

CE does not offer certificates for any individual courses. Certificates are only awarded for completion of a Certificate Series of courses. However, students may request an official CE transcript. Continuing Education Units (CEUs) are awarded for successful course completion, and will appear on an official CE transcript.

Locations of CE Classes

CE classes are located at the Courtyard Center (CYC) in Plano, are often scheduled at any of the Collin College campuses, and are held at various locations throughout Collin County. For a list of locations and maps, go to www.collin.edu/ce/.

Concurrent Enrollment

The CE Division works closely with Collin College's credit programs to offer concurrent enrollment in some credit classes. Participants in concurrent courses are expected to attend class regularly, complete all assignments, and take tests. Space is limited for concurrent participants.

Concurrent students earn Continuing Education Units (CEUs), not semester credit hours. Refunds are based on the CE refund policy.

If a student wishes to receive semester credit hours for a concurrent course, he or she must enroll through the credit registration process rather than through CE.

For more information, call 972.985.3790.

Cooperative Work Experience (Co-op)

Eligibility: currently enrolled students who meet co-op guidelines.

The Co-op class is required for some degree plans and available as an elective in other degrees. Co-op is not an option for all programs, and students should check their degree plans for opportunities. Connect with a career coach at least one (1) semester prior to registration for information, eligibility requirements, and registration materials.

Prior to enrolling in the program, students must obtain a job (approved by Co-op) in an area related to their majors. Job search assistance is available.

Eligible students enroll and pay for the Co-op course, receive academic credit, and gain valuable work experience in their major fields of study.

Students enrolled in this program must set goals, attend professional development seminars, work a minimum of 320 hours within a 16-week period (or within a 10-week summer semester), write a reflection paper, meet with an assigned faculty member, and receive an employer performance review.

F-1 Visa students may be eligible to enroll in a Co-op class once certain requirements are met.

For more information, email coop@collin.edu.

CougarAlert

CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, social media, and/or email. CougarAlert may be triggered when a situation places Collin College community members at risk and may provide information for evacuation, inclement weather, power outages, unscheduled closures, etc., but not for promotional purposes. Collin College issued email and home phone numbers are automatically loaded into CougarAlert, but students can and should add text and additional email contacts as needed. Standard text messaging fees from service providers may apply. During emergencies, go to www.collin.edu for details. If a closure notice is not posted on the website, Collin College is open.

For more information and instructions on how to update or add phone, text, and email contacts, go to www.collin.edu/cougaralert.html.

CougarMail

CougarMail is Collin College's campus-wide email system that serves as the official form of communication between students and Collin College employees. Students are issued a CougarMail username and password upon admission to Collin College, and CougarMail is accessed through the college's CougarWeb portal. CougarMail will be used to distribute tuition statements, financial aid and registration

information, class changes and cancellations, correspondence from faculty and staff members, and more.

To log in to CougarMail, students should follow these steps:

1. Go to <https://cougarweb.collin.edu> and enter the username and password issued during the admissions process. If the student does not have his or her username and password, the student can visit the admissions area in the Student and Enrollment Services Office at any campus with a picture ID or send an email to admissions@collin.edu from the email address listed on the student's admissions application.
2. On the Home tab, click the link in the CougarMail box to access the email system.

For more information, contact the admissions area in the Student and Enrollment Services Office at 972.881.5710 or go to www.collin.edu/gettingstarted/admissions/.

CougarQ

CougarQ is a virtual line where students can reserve a spot via the Internet or text without physically lining up in front of the Admissions, Advising, Financial Aid, or International Student Offices. For more information and to log into CougarQ, go to www.collin.edu/gettingstarted/CougarQ.html.

CougarWeb

Students will use Collin College's portal, CougarWeb, to view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, and more. Student services available through CougarWeb include, but are not limited to:

1. account summary,
2. address information,
3. class registration,
4. degree audits,
5. fee assessment and payment,
6. grades,
7. official and unofficial academic transcripts,
8. registration holds, and
9. student schedule.

Students will need their username and password issued during the admissions process to log in to CougarWeb, which is located at <https://cougarweb.collin.edu>. For assistance

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

Counseling Services

Eligibility: currently enrolled students.

Collin's Counseling Services is designed to meet the needs of the Collin College student with compassion, honesty, and confidentiality. All issues are taken seriously, and no problem is "too small" to discuss.

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

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

Licensed Professional Counselors (LPCs) are located at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano. Evening hours are available by appointment only.

To set up an initial appointment, students may call or stop by their preferred campus Counseling Services Office, call 972.881.5126, or email personalcounseling@collin.edu. Students should be aware that confidentiality and privacy protection is not guaranteed for email transactions. The Counseling Services Office will not transmit any personal health information via email.

Credit by Exam (Departmental Exams)

Credit for some courses may be granted upon successful completion of a comprehensive examination over the content of the course. A nonrefundable fee is charged for each course examination. Students must be currently enrolled or enrolled within the past year and have earned at least six (6) credit hours at Collin College to receive credit by exam.

Credit by exam may be attempted only one (1) time for any given course. Students currently enrolled in the course they wish to test out of must test or withdraw prior to the census date of the enrolled semester. The student must score at or above the 70th percentile to receive credit for the course.

Credit for Prior Learning Through Continuing Education (CE)

Students who have taken Cisco Networking (CCNA-only) or real estate licensure courses through Collin Continuing Education (CE) may be eligible to receive college credit for those courses. The requirements to receive college credit are:

1. the CE courses were completed within the past 12 months,
2. successful completion of the same end-of-course final assessment as the credit students,
3. the course was not repeated more than once, and
4. a non-refundable fee will be assessed for each course that is transcribed.

A maximum of 50 percent of the courses required for the industry certification/license and taken as CE courses can be applied toward a credit certificate or degree. Non-traditional credit will be added to the transcript only after six (6) hours of traditional, non-transfer credit is achieved at Collin College. No more than 18 hours of non-traditional credit may be counted toward a degree.

For more information regarding Cisco certification or real estate licensure, contact the appropriate workforce associate dean.

Developmental Education (DE)

What is Developmental Education (DE)?

Developmental Education (DE) courses are designed to provide students with the basic skills needed to achieve success in college-level courses and to complete Texas Success Initiative (TSI) requirements.

DE includes courses in Developmental Mathematics, English as a Second Language (ESL), and Integrated Reading and Writing. The instructional formats of DE courses vary and include computer-based, lecture, online, express, weekend, self-paced, and non-course-based formats.

Do DE credits apply to a degree?

Although students receive grades for DE courses, those DE courses do not apply toward a degree or certificate. DE credit does not transfer to other institutions, and DE grades are not calculated as part of the GPA shown on transcripts. However, DE grades may be considered when applying for scholarships, financial aid, veterans benefits, etc.

Who is required to take DE?

If a student's scores on the basic skills assessment indicate a student would be better prepared by taking a DE course prior to enrolling in a college-level course in a related field, the student must enroll in the DE course and complete the sequence before enrolling in college-level courses in that field of study. Collin College requires students who demonstrate a need for remediation in reading, writing, or mathematics to complete the appropriate sequence of DE courses in consecutive semesters, although the student is not required to attend Collin College during summer semesters. For students who do not place at college-level

courses in all three (3) Texas Success Initiative (TSI) areas of reading, writing, and mathematics, a meeting with an academic advisor is required as well as mandatory course registration in EDUC 1300 Learning Frameworks.

Learning to Learn

EDUC 1300 Learning Frameworks is a college credit course that examines learning based on research and the theory of learning psychology. This course is available for all students who want to enrich their understanding of how to learn, enhance their study skills, and explore their own strengths and weaknesses as learners in order to develop effective personal learning strategies to increase their success in other college courses. For more information, see the *Collin College Catalog*.

Study Skills Seminars

The Developmental Education (DE) Office offers free Study Skills Seminars that teach students basic academic skills to increase college success. For more information, see the *Study Skills Seminars* section in this student handbook.

DE Limits

DE courses may be taken for a combined total of no more than 27 credit hours without incurring additional fees of \$50 per credit hour. This additional fee is applied because the State of Texas will not pay a state subsidy for any DE credit hours in excess of 27 credit hours. In addition, students may attempt to successfully complete any DE course only twice before incurring additional fees. Dropping a course before the term census date does not count as an attempt. After two (2) unsuccessful attempts, students must pay an additional \$50 per credit hour fee (i.e., for a three [3] hour course, additional fees are calculated as $3 \times \$50 = \150 additional tuition). Alternatively, the student may complete the course at another institution and provide proof of successful course completion upon returning to Collin College.

Home school and high school students are not permitted to enroll in DE courses. For additional information, contact the DE Office at 972.881.5720.

Texas House Bill 2223

In June 2017, [Texas House Bill 2223](#) was signed into law. This bill mandates that Developmental Education (DE) classes be offered in the co-requisite model for many students. The co-requisite model offers students the opportunity to take DE classes that are paired with college-level classes. The purpose of the law is to enable students to more quickly transition from DE to college-level classes. For Developmental Mathematics, students enrolled in the co-requisite model can choose to take the college-level Math that best fits their intended major and transfer plan. This typically means taking MATH 1314 if a student is interested in Science, Technology, Engineering, and Mathematics

(STEM) pathways, MATH 1324 for students planning to study Business, and MATH 1332 or 1342 for most other students. For Integrated Reading and Writing (INRW), students can choose co-requisite options that pair INRW with classes in Composition, History, or Government.

When taking a co-requisite class pair, successfully passing the credit class means that a student will no longer be considered developmental for that subject.

Developmental Education Departments

Developmental Mathematics

Collin College offers pre-algebra and algebraic skills courses to enable students to acquire a solid foundation for successful performance in college-level mathematics courses. The courses offered to promote success include:

1. MATH 0302 Pre-Algebra,
2. MATH 0305 Beginning Algebra,
3. MATH 0310 Intermediate Algebra,
4. MATH 0314 College Algebra Support,
5. MATH 0324 Support for Mathematics for Business and Social Sciences,
6. MATH 0332 Support for Contemporary Mathematics,
7. MATH 0342 Support for Elementary Statistical Methods, and
8. MATH 0406 Introductory Algebra.

Developmental Math Pathways

All Developmental Math students are encouraged to visit with an academic advisor to determine the most appropriate path to meet their education and/or career goals and consider the requirements for transfer college or university programs. Students who are placed into Developmental Mathematics at Collin College have an option of two (2) pathways to complete their Developmental Math sequence:

1. **Algebra Intensive Path:** this path helps prepare students for MATH 1314/1414 College Algebra, MATH 1324 Mathematics for Business and Social Sciences, and higher level math classes. Students who are seeking careers in Science, Technology, Engineering, and Mathematics (STEM) fields should follow this path.
2. **Quantitative Literacy Path:** this path helps prepare students for MATH 1332 Contemporary Mathematics and MATH 1342 Elementary Statistical Methods. Most Developmental Math students who follow the quantitative literacy path can expect to complete their Developmental Math sequence in one (1) semester.

If a student enters the non-STEM pathway via MATH 0305/MATH 0406, moves directly to MATH 1332 or MATH 1342, and then wishes to go into Algebra, he or she is required to complete MATH 0310 or be placed into Algebra through testing.

Students must take an assessment in the Testing Center for placement purposes. Once placed into a course, many support services are provided to enable students to succeed. Among the services provided are the Math Lab, video tapes of lectures on specific topics, tutoring, study skills seminars, and scheduled review sessions.

English as a Second Language (ESL)

Collin College offers English for speakers of other languages to build their confidence and skills in listening, speaking, grammar, reading, writing, and vocabulary development. Classes are designed for various interests, personal needs, academic needs, and skill levels.

New students wanting to enroll in an English as a Second Language (ESL) course must complete the ESL New Student Assessment and meet with an advisor. Information about the ESL assessment process is available in the Testing Centers at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano. ESL New Student Assessment scores are valid for one (1) year. These scores are used for course placement only and do not affect students' admission status.

Students interested in taking ESL classes through Continuing Education (CE) should call 972.985.3750 for assessment instructions.

The ESL program includes the following courses:

1. COSU 0301 Test Taking and Study Skills for Non-Native English Speakers,
2. ESLC 0305 ESL Oral Communication, Intermediate,
3. ESLC 0310 ESL Oral Communication, Advanced,
4. ESLC 0320 ESL Oral Communication, Pronunciation/Accent Reduction,
5. ESLG 0305 ESL Grammar for Non-Native Speakers, Intermediate I,
6. ESLG 0310 ESL Grammar for Non-Native Speakers, Intermediate II,
7. ESLG 0315 Grammar for Non-Native Speakers, Advanced,

8. ESLR 0215 ESL Reading and Vocabulary, Advanced,
9. ESLR 0305 ESL Reading and Vocabulary, Intermediate I,
10. ESLR 0310 ESL Reading and Vocabulary, Intermediate II,
11. ESLV 0310 ESL Reading and Vocabulary, Idioms,
12. ESLW 0215 Writing for Non-Native Speakers, Advanced,
13. ESLW 0305 Writing for Non-Native Speakers, Intermediate I, and
14. ESLW 0310 Writing for Non-Native Speakers, Intermediate II.

For more information, see the course listings in the course description section of the *Collin College Catalog*.

Integrated Reading and Writing (INRW)

The ability to write clearly and accurately is critical to success in academic and professional pursuits. The Integrated Reading and Writing (INRW) program provides instruction in all aspects of planning and producing academic prose in preparation for the TSI writing assessment and ENGL1301. Among the courses offered to promote success are:

1. INRW 0300 Introduction to Integrated Reading/Writing,
2. INRW 0405 Integrated Reading/Writing I, and
3. INRW 0315 Integrated Reading/Writing II.

Emergency Closing of the College District

If classes are cancelled, the announcement will be made through CougarAlert, Collin College's website www.collin.edu, and local radio and television stations. A decision to cancel classes will usually be made by 6 a.m. for day classes and 4 p.m. for evening classes. If a closure notice is not posted on the website, Collin College is open.

Radio Stations:

570 AM, KLIF	820 AM, WBAP
1080 AM, KRLD	1310 AM, KTCK
90.1 FM, KERA	93.3 FM, KFLI/Hot
94.9 FM, KLTY	95.3 FM, KHYI
96.3 FM, KSCS	96.7 FM, KTCK The Ticket
98.7 FM, KLUV	99.5 FM, KPLX The Wolf
100.3 FM, KJKK Jack	103.7 FM, KVIL
105.3 FM, The Fan	107.5 FM, KMOV La Grande

Television Stations:

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

Emergency Procedures

If there is an on-campus emergency, immediately contact the Collin College Police Department at **972.578.5555** or **ext. 5555** from any campus phone to reach the officer on duty. **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 ext. 5555 from any campus phone.**

Allen Center: Report security issues to the Allen Center staff at 972.377.1060.

Public Safety Training Center: Report security issues to the Public Safety Training Center staff at 972.549.6490.

Rockwall Center: Report security issues to the site coordinator at 972.599.3100. If it is a life threatening medical emergency, go to the nearest phone and dial 911 or contact the Rockwall Police Department at 972.771.7721.

Approved Collin College Activities Off Campus: If an emergency arises, notify a faculty or staff member immediately. He or she will notify the appropriate administrator.

For more detailed information on emergency procedures, go to the Collin College Police Department website www.collin.edu/campuspolice/.

Family Educational Rights and Privacy Act (FERPA) and Student Education Records

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

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) is a federal law that grants students certain rights in their education records and governs the disclosure of those education records.

Custodians of Records

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

Request Procedures for a Student's Education Records

Collin College shall make a student's records available to the student. The records custodian or designee shall 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 shall be available to explain the records and answer questions. The confidential nature of the student's records shall be maintained at all times. Records to be viewed shall 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 records or any document contained in the comprehensive records shall not be removed from Collin College.

Copies of records must be requested in writing and shall be available at a per copy cost, payable in advance. Financial hardship cases shall 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 972.881.5174 or tfields@collin.edu for procedures on students' rights of inspection, review, and correction of educational 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 the following:

1. to other school officials whom Collin College has determined to have legitimate educational interests;
2. to officials of another school 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;
3. to certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
4. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid;
5. if required by a state law requiring disclosure that was adopted before November 19, 1974;
6. to organizations conducting studies for or on behalf of educational agencies or Collin College;
7. to accrediting organizations to carry out their accrediting functions;
8. to comply with a judicial order or lawfully issued

subpoena;

9. 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;
10. in connection with a health or safety emergency, Collin College may disclose information from education records to appropriate persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals;
11. directory information (as defined below) in accordance with *FERPA*, unless the student restricts directory information;
12. to the student and/or to the parent of a student who is a dependent for tax purposes;
13. final results of the disciplinary proceeding to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law;
14. to a parent of a student under the age of 21 who has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance; and/or
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.

Directory Information

Directory information shall be released to a qualified individual or organization that files a written request with the registrar or designee. Directory information is defined as:

1. student name;
2. student address;
3. telephone listing;
4. major field(s) of study;
5. dates of attendance/enrollment;
6. participation in officially recognized activities and sports;
7. weight and height of members of athletic teams;

8. degrees, honors, and awards received;
9. most recent previous educational agency or institution attended; and
10. photograph.

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

Students may also authorize parents or other individuals to access their grades by completing the Release of Student Information Form in CougarWeb. Students will need their CougarWeb username and password to access the system.

Complaints

A student who needs assistance or wishes to file a complaint under *FERPA* should do so in writing to the Family Policy Compliance Office, sending pertinent information concerning any allegation(s) through the mail to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Texas House Bill 1922

With few exceptions, state law gives students the following rights regarding the information collected by Collin College about them:

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.

Financial Aid

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 members are trained to assist students in realizing their educational goals by answering questions, providing appropriate forms and instructions, and referring students to other resources, as needed. For more information, go to www.collin.edu/gettingstarted/financialaid/index.html.

Students receiving financial aid should not withdraw from all of 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 "F's" 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) located at <https://fafsa.ed.gov/>. Collin College's *Title IV* School Code is 016792. This code must be reported on the FAFSA application in order for aid to be processed by Collin College.

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 October 1 each year. Students who meet the priority deadline will have aid in place before the payment deadline. Students who miss the priority deadline will still be processed. However, these students should make arrangements to pay for their own tuition, fees, books, and supplies before the payment deadline. The priority deadline is considered to have been met when the student's FAFSA is on file and **all** required documentation is complete, correct, and submitted by the priority deadline.

Priority deadlines are as follows:

1. Fall Semester - April 1
2. Spring Semester - November 1
3. Summer Semesters - March 1

Financial Aid Programs – Federal Assistance

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

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

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

In general, only undergraduate students are eligible to receive a Pell Grant. A student who has earned a baccalaureate or a first (1st) professional degree is not eligible to receive a Pell Grant.

2. Federal Supplemental Educational Opportunities Grant (FSEOG) – FSEOG is limited by the availability of funds and is awarded to those students considered to have exceptional financial need. Priority is given to federal Pell Grant recipients.
3. Federal Work Study – Students demonstrating financial need may be considered for the federal work study program. Students are employed part-time at various jobs on campus or at other Collin College approved sites. Students are allowed to earn the amount designated in their award package as long as they maintain Satisfactory Academic Progress (SAP) and are enrolled in at least six (6) credit hours.
4. Federal Direct Loan Program – This program permits a student to borrow low-interest loans from the Department of Education provided the student is enrolled and attending at least half-time and otherwise meets eligibility criteria. The federal government pays interest on the subsidized (need based) amount borrowed until the student graduates or ceases to be enrolled at least half-time. Unsubsidized loans (non-need based) are also available to eligible students. Students are responsible for the interest accruing on these loans while attending school. The interest rate for subsidized and unsubsidized loans for the 2017-2018 academic year was 4.45 percent.
5. Direct Parent Loans to Undergraduate Students (PLUS) – PLUS loans are available to parents who

want to borrow money to help defray the cost of their dependent children's education. Like Direct loans, PLUS loans are offered by the Department of Education. Parents may borrow up to the cost of attendance minus any other educational resources and financial aid awarded to students. These loans have a higher interest rate than Direct loans and the borrower is responsible for paying all the interest that accrues. The interest rate on PLUS loans for the 2017-2018 academic year was 7.00 percent.

Financial Aid Programs – State Assistance

1. Texas Public Education Grant (TPEG) – The TPEG program is a state financial aid program designed to assist students in attending state-supported colleges. Students must demonstrate financial need and be making satisfactory academic progress toward their educational goals. The actual amount of the grant varies depending on the availability of funds to the college, the student's financial condition and enrollment, and other aid the student may be receiving.
2. Texas Equal Opportunity Grant (TEOG) – Community college students working on their first (1st) associate degree may be eligible for this grant if they:
 - a. are Texas residents,
 - b. do not have a felony drug conviction,
 - c. are within their first 30 hours of college,
 - d. registered for Selective Service, if required,
 - e. meet certain EFC requirements (contact the Financial Aid Office for more details), and
 - f. are enrolled in at least six (6) hours (i.e., half-time).

Students who meet the qualifications are eligible for up to 75 hours at a community college. Additionally, a student receiving this grant may become eligible for the Towards EXcellence, Access and Success (TEXAS) Grant once they transfer to a university. For the first (1st) year, students must meet the college's Satisfactory Academic Progress (SAP) requirements. For more information, refer to Collin College's policy of Satisfactory Academic Progress (SAP) below. To continue receiving this grant, the student must complete 24 hours each academic year, maintain a 2.5 cumulative GPA, and complete at least 75 percent of his or her coursework.

For more information about either of the above grants, 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 a Satisfactory Academic Progress (SAP) Policy

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

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

Student Eligibility

To be eligible for FSA funds, a student must make satisfactory academic progress as defined by the school.

What is a student's SAP Status?

An explanation of the different SAP statuses can be found on the college's website at www.collin.edu/shared/shared_fin_aid/pdf/Explanation_of_SAP.pdf.

Students can also see this explanation in the financial aid section of CougarWeb.

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

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

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

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

1. **Financial Aid GPA (Grade Point Average) Requirement:**

A student must maintain a Financial Aid GPA of 2.0 or higher in order to receive federal student aid. The Financial Aid GPA is the calculation of grades from all credit coursework, including developmental 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 and ESL coursework); accepted transfer coursework; and repeated courses (one time only for previously passed course).

b. Attempted hours: withdrawals, grades of F, incomplete courses, repeated courses, courses taken during the summer sessions, developmental 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% 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., shall be counted toward total hours attempted and earned. Students who reach the maximum time frame are immediately given a status of "Exceeds Max Hours," making them ineligible for any student aid, including student loans, state aid, etc.

Complete Withdrawal

A student who completely withdraws from a semester while on student aid or receives grades of F's, W's, and/or I's in all

coursework in a given semester will immediately be placed on financial aid suspension and is no longer eligible to receive any student aid. This includes all summer coursework. This type of suspension can only be removed from the next semester of enrollment with an appeal for rare, extenuating circumstances. Note: all outstanding charges must be paid before an appeal can be considered.

Students in this category who do not have a rare, extenuating circumstance may be able to regain their student aid eligibility in a future term by completing the following steps:

1. complete at least 12 credit hours on their own,
2. meet the SAP requirements (i.e., a cumulative financial aid GPA of at least 2.0 and a completion rate of at least 67%. The student cannot be at or over the maximum hours.), and
3. submit a new appeal detailing the student's plan for successful completion of his or her academic goals.

If the appeal is approved, the student will be placed on an academic plan for one (1) semester. At the end of that semester, the student must maintain the SAP requirements or the student will lose eligibility permanently.

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

A student who fails to meet the requirements in 1 and/or 2 above will automatically be placed on warning for the next semester of enrollment. Students on warning will still be able to receive student financial aid they would otherwise be eligible to receive. At the end of the next semester of enrollment, the student must be making Financial Aid Satisfactory Academic Progress (i.e., Financial Aid GPA of 2.0 or greater and a cumulative percent completion of 67% 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, Percent Completion, and Complete Withdrawal

In rare circumstances, a student is allowed to appeal his or her financial aid suspension. These circumstances may include a serious personal illness documented by a doctor; the serious illness of an immediate family member in which the doctor documents that the student was required to give

care to the family member; and other rare, exceptional circumstances that prevent a student from attending class. The circumstances must have occurred during the semester(s) of attendance. Note: appeals will not be accepted without documentation, and appeals submitted with documentation are not automatically approved.

The deadline for submitting an appeal is 30 days after the official first day of classes for a semester. A student who meets the conditions to appeal must complete and submit the Financial Aid Satisfactory Academic Progress Appeal Form along with required documentation that supports the rare circumstances to the Financial Aid Office. The appeal must also contain a typed letter explaining the circumstances the student faced and what measures have been taken so the same problem does not negatively impact his or her academic progress.

The Appeal Process: Maximum Time Frame

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

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

A student is not allowed to appeal the maximum time frame if his or her Financial Aid GPA is below 2.0 and/or completion rate is below 67%.

Financial Aid Appeals Committee

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

A student whose appeal is approved for GPA or percent completion must complete a financial aid academic plan. In order to remain eligible for financial aid while on an academic plan, the student may not withdraw from any coursework and

must make a grade of at least "C" in every class until the student is back in good standing.

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

All decisions of the Financial Aid Appeals Committee are final.

Additional Information: Return of Title IV Funds

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the term. After the 60% point, all aid is considered earned. The percentage earned is calculated by dividing the number of days completed by the number of days in the repayment period. It is the unearned percentage of aid that determines the amount that must be returned to the *Title IV* program(s) in the following order:

1. Unsubsidized Direct Loan,
2. Subsidized Direct Loan,
3. Direct Parent PLUS Loan,
4. Pell Grant, and
5. SEOG.

The student is not responsible for returning funds to any program to which he or she owes \$50 or less. The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program. *Title IV* grant program sources include Pell and SEOG.

The Department of Education considers a student who earns all "F's" to have unofficially withdrawn unless a professor can prove otherwise. The college as well as the student may be required to return to the federal government the unearned portion of *Title IV* funds. The institution will require students 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 the college and the federal government.

Students withdrawing prior to disbursement may be eligible for a post-withdrawal disbursement. Students who are considering withdrawing should contact the Financial Aid Office for a thorough explanation of how this policy will affect them.

Other Financial Aid Programs

1. Tuition Exemptions:

State tuition waivers and exemptions provide qualifying students with exemptions from certain

tuition and fee charges in public colleges. Contact either the Financial Aid Office or the admissions area in the Student and Enrollment Services Office for more information regarding a specific waiver or exemption. A few of the state exemptions and waivers are listed below.

2. 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 Law Enforcement or Criminal Justice courses
 - g. Children of professional Nursing program faculty and staff
 - h. *Hazelwood Act*
 - i. Orphans of National Guard members
3. Admissions Waivers:
 - a. Ad-valorem Tax
 - b. Concurrent Enrollment
 - c. Contract Training for Out of District
 - d. Dual Agreement with Dallas County
 - e. Senior Citizen

Veterans Educational Benefits

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

1. gain admission to Collin College through the admissions area in the Student and Enrollment Services Office,
2. submit a degree plan request and all required VA forms to the Financial Aid/Veterans Affairs Office, and
3. ensure all official transcripts from prior institutions are submitted to the degree plan coordinator (admissions area in the Student and Enrollment Services Office)

for transfer evaluation.*

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

*A degree plan will NOT be completed until all OFFICIAL transcripts and the DD214 (where applicable) are on file with the admissions area in the Student and Enrollment Services Office.

Failure to submit all official transcripts (and the DD214 where applicable) in a timely manner will result in a delay of certification of enrollment and/or non-certification, if the student registers for courses for which previous credit may be granted.

Any class that is recommended, but not required, for a degree program cannot be certified with the VA. Additionally, classes required for graduation at another institution, but not by Collin College, cannot be certified. Developmental Education (DE) courses will only be certified if the student has assessed into the courses and only if the class is a "traditional" class. A traditional class is where the student physically attends the class and a teacher instructs the class at each meeting. Online, pod, flex, and blended courses are all considered distance courses (not traditional courses) by the VA; therefore, they are not eligible for certification.

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

It is the student's responsibility to notify the Financial Aid/Veterans Affairs 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. BE CAREFUL WHEN TAKING ELECTIVE COURSES – THEY MAY NOT BE ELIGIBLE FOR CERTIFICATION.

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

If the student has not been in attendance for two (2) regular 16-week semesters, additional VA documents will be

required as well as transcripts from any schools in attendance during the break.

ALL DEGREE PLAN CHANGES MUST BE MADE THROUGH THE FINANCIAL AID/VETERANS AFFAIRS OFFICE. Contact the Financial Aid/Veterans Affairs Office on campus. Allow at least six (6) weeks for the new degree plan request to be evaluated. It is the student's responsibility to notify the Financial Aid/Veterans Affairs Office once the degree plan has been completed.

Veterans Academic Progress

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

1. Maintaining a 2.0 cumulative GPA. Students failing to make Satisfactory Academic Progress will be reported to the Veterans Regional Office as being on academic suspension at the end of the second (2nd) 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 a 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.

Collin College Scholarship Information

Refer to the *Scholarships, Athletic and Departmental and Scholarships, Collin College Foundation* sections in this student handbook for more information.

Financial Policies and Procedures

Tuition and Fee Costs

Undergraduate (credit) course tuition and fees are assessed on a per hour basis rather than a per course cost. The per 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 may be assessed, as needed and approved.

Continuing Education (CE) course instructional fees are assessed on a per course basis. The cost of each course is listed in the applicable *Continuing Education Schedule*.

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

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

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

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

Student Financial Responsibility

Registration in any course or acceptance of any service from Collin College creates a student responsibility 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 payment deadline, and for Wintermester and all CE terms, any 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 (3rd) party funding guidelines, and pay any balance due by the established payment deadlines.

By registering for courses at Collin College, the student is acknowledging understanding and agreement to 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.
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 specifies 100 percent remission of tuition and fees is only available for courses dropped prior to the beginning of the term or mini-term.
6. Charges for dropped CE courses will be assessed per policy, which specifies 100 percent remission of instructional fees is only available for courses dropped at least two (2) days before the course start date.
7. Payment of tuition and fees corresponding to dropped/withdrawn courses is the student's responsibility.
8. Failure to attend class or receive a bill does not absolve the student of financial responsibility.

Per *Texas Education Code 54.007(d)*: **A student who fails to make full payment of tuition and mandatory fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term.**

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

Payment Requirements

Early Registration (credit term) is the period from the first (1st) day of registration through the advertised early registration payment deadline. Additional information and the payment deadlines for specific terms are located at www.collin.edu/gettingstarted/bursar/payment_deadline.html.

Funding for all charges on the student's account is due in full on or before the early registration payment deadline. Acceptable funding is payment in full, awarded and authorized financial aid, verified third (3rd) party (TP) funding, eligible exemptions/waivers, a promissory note payment plan agreement, or a combination of the above. Students with any outstanding balances not funded in full may be dropped from **all** classes after 8 p.m. on the early registration payment deadline. Partial funding will not prevent classes from being dropped.

Regular Registration (credit term) for the fall, spring, and summer terms begins after the early registration payment deadline and continues until the day before the term 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 (1st) day of the primary part of term for each term (i.e., fall, spring, winter, and summer), and a late fee is assessed for registration initiated the first (1st) week of the term. Late registration activity, including Weekend Express or mini-semester registration, must be paid in full or have approved funding noted at the time of registration to prevent the course(s) from being dropped for non-payment and registration and/or transcript holds being placed on the student's account.

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

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

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

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

During Regular and Late Registration, including CE and Wintermester 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 a.m., pays Collin College in full, and then registers for three (3) additional credit hours or another CE course at 10 a.m. and does not pay the additional registration at the time of registration, **all six (6) credit hours and/or both CE courses** are subject to DNP.

Additionally, if a student drops a course when the refund amount is less than 100 percent and receives a partial credit on the account for the dropped course, then adds a new course and does not pay the full amount due for both the dropped course and the added course, the registered course may be DNP.

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

CougarPay Access and Services

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

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

Account Statements and Bills

CougarMail is Collin College's official means of communicating with students and providing billing information for credit students. To activate automated email account notifications, students should initiate at least one (1) login to the CougarPay site. E-bills are generated monthly for any credit student account with a positive or negative balance at a moment in time. Student account history provides real-time account balances as registration or payment/refund activity occurs. Students are responsible for complying with payment deadline requirements, even if an e-

bill is not received. Payment deadlines are available on Collin College's academic calendar located at www.collin.edu/calendars/.

Payment Policies

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

Collin College does not accept American Express, checks issued by credit card companies, or two-party, out-of-state, or temporary paper checks. Collin College reserves the right to refuse any out-of-state check, including corporate checks. 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.

Payments by personal 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 have his or her CWID on the check, payment may be submitted by web check, cashier's check, or money order. Students requiring payments from out-of-state financial accounts should pay by web check. Check writing privileges will be permanently revoked for students with three (3) or more insufficient funds, rejected, or returned paper or web check payments.

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

Payment Methods

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

1. **Secure online payment** is the recommended method. Convenient online credit card or web check payments may be made 24/7 via the CougarPay secure payment portal accessed through CougarWeb (<https://cougarweb.collin.edu>).
2. **In-person payments** by cash, credit card, check, or money order may be made at any Collin College Bursar/Cashier's Office location during posted

business hours.

3. **Mailed checks or money orders** are accepted with the same requirements as any paper check and are recorded as of the date received, not the postmark. Checks should be mailed to:

Collin College
Attn: Bursar
P.O. Box 869055
Plano, TX 75086-9055

4. **Drop boxes** are located outside the Bursar/Cashier's Offices at the Preston Ridge Campus (PRC) in Frisco and Spring Creek Campus (SCC) in Plano. Drop box payments may be made by check, money order, or cashier's check only. Each payment must include the student's name and CWID number at the top. Drop box payments submitted after 4 p.m. may be posted and dated the next business day.
5. **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 financial aid and/or scholarship awards sufficient to cover all of the tuition and fee charges do not need to make an additional payment. Students are responsible for completing any Financial Aid application and/or acceptance process(es) and maintaining current enrollment status. Financial Aid awards are not available for Wintermester funding consideration.

Authorized Financial Aid funds for a credit student with certified course activity disburse to the student's Collin College account three (3) to five (5) business days after the term census date. Unpaid charges on the student's account will be deducted from any resulting financial aid credit, and then any remaining credit balance will be processed for refund within 10 days.

CE Financial Aid awards are for course costs only and are not eligible for student refunds.

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

6. **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.

7. **Promissory note installment payment plans** are available online in CougarPay prior to the fall, spring, and summer credit terms. At the time of plan origination, the student must complete an installment promissory note, pay 50 percent of all tuition and fees plus a \$25 non-refundable processing charge, and save a payment method for automatic installment payments. Two (2) additional payments of 25 percent of remaining tuition and fees will be due on future predetermined dates. If the student adds a course(s) after initiating the installment plan, 50 percent of the new tuition and fee charges incurred is due at the time of registration to ensure course registration status.

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

Making a partial payment without completing the promissory note does not initiate a payment plan.

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

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

A student may not apply for the Tuition Installment Plan and the Emergency Tuition Loan in the same term.

8. **Third (3rd) Party (TP)** funding is accepted if a valid TP agreement between an entity and Collin College is established and a voucher from the business or agency verifying the student's eligibility for funding is presented each term to the Bursar/Cashier's Office in compliance with payment deadline requirements.

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

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

9. **Post 9/11 veterans education benefits** are acceptable funding for students with documented eligibility. Eligible students must contact the Bursar/Cashier's Office each term to authorize use of veterans benefits.
10. **International currency payments** are accepted through Collin College's partnership with Flywire. This partnership allows international students to pay securely from any country and bank in their home currency. Payments for the student's tuition and fee charges at Collin College may be paid through Flywire, and payment must be received in the Bursar/Cashier's Office by the applicable payment deadline. For more information, go to <https://www.flywire.com/pay/Collin>.
11. **College savings/529 plan** check payments are accepted and processed with the same requirements and restrictions as personal paper check payments on the student's account.
12. **Exemptions and waivers** for qualified students may reduce account balances. Collin College offers numerous state and local Board authorized tuition and/or fee exemptions and waivers for eligible students.

A list of exemptions and waivers offered at Collin College, including the appropriate office to contact, brief eligibility requirements, the nature of the exemption or waiver offered, and the authorizing citation or policy, is available online at www.collin.edu/gettingstarted/bursar/tuitionwaiversexemptionsrebate.html. Note: this list is provided as a reference only and is subject to change or update by law, rule, and/or Board approval.

Eligible students should contact the responsible Collin College office to determine required documentation to prove eligibility. Proof of exemption and waiver eligibility must be provided in compliance with payment deadline requirements for each term of attendance at Collin College.

Refunds

Credit term refunds are calculated per state mandated rules. One hundred (100) percent refunds (less non-refundable fees) are only issued for courses dropped prior to each term or mini-session's start date. Each term or mini-session's start date is based on the week the course begins, not the first (1st) day of an individual's class. As of 12:01 a.m. on the first (1st) day of the term session, refunds assessed for dropped or withdrawn courses will be reduced to 70 percent and then graduated down to zero (0) percent, per the THECB refund rules shown below.

THECB Refund Rules for Credit Course Drop/Withdrawal Percentages				
Course Length (# of Weeks)	100%	70%	25%	0%
	Prior to Class Day	Thru Class Day	Thru Class Day	As of Class Day
16 OR MORE	1	15	20	21
15 WEEKS	1	14	19	20
14 WEEKS	1	13	17	18
13 WEEKS	1	13	16	17
12 WEEKS	1	12	15	16
11 WEEKS	1	10	14	15
10 WEEKS	1	9	12	13
9 WEEKS	1	9	11	12
8 WEEKS	1	8	10	11
7 WEEKS	1	7	9	10
6 WEEKS	1	5	7	8
5 WEEKS	1	5	6	7
4 WEEKS	1	4	5	6
3 WEEKS	1	3	4	5
2 OR LESS	1	2	N/A	3

Note: Sunday is only counted if it is the first (1st) day of the course. Saturday is not counted for summer terms.

CE term refunds are calculated per Board approved refund policy. Courses dropped two (2) days prior to the course start date are eligible for a 100 percent refund. Courses dropped the day prior to or the date of the course, up until the course start time, are eligible for an 80 percent refund. As of the course start date/time, CE courses may not be dropped and are not eligible for any refund percentage.

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

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

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

For some unforeseen medical emergency and/or death in the immediate family situations, Collin College may authorize an exception to the refund policy with a credit for tuition and/or fee charges. For detailed criteria and submission instructions for a credit term exception petition, refer to the Out of Policy Refund Petition Form located at www.collin.edu/getting_started/bursar/Refund_Petition.pdf. For CE students, the Petition for Refund Form is available online at www.collin.edu/ce/ExceptionRefund.html.

Delinquent Account/Collection

Accounts not paid when due are subject to holds preventing future registration, receipt of diploma, and/or access to grades and transcripts. Additionally, the student's course enrollment status may be changed to drop for non-payment (DNP) or withdrawn. Delinquent accounts may be placed with an outside collection agency and/or reported to the national credit bureaus. Students are responsible for all late payment fees, percentage based collection fees (up to 33.33% of the original principal balance), attorney fees, interest, and any other costs and charges necessary for the collection of any amount not paid when due and/or any balance resulting from an adjustment to Financial Aid awards and/or amounts not covered under a third (3rd) party funding agreement made on the student's behalf between Collin College and another entity. The student further understands and agrees that:

1. Collin College may apply monies due to the student from Collin College to any delinquent amount due until the principal account balances, interest, and costs are paid in full;
2. Collin College may pay any balance due on the student's account from any *Title IV* funds awarded and disbursed to the student's account in the same academic award year, including an amount up to \$200 for educationally related expenses incurred in a prior Financial Aid award year;
3. any financial obligation to Collin College constitutes an educational loan to assist in financing education and, therefore, is not dischargeable, pursuant to *United States Bankruptcy Code Section 523(a)(8)*;

4. all disputes about registration or payment will be governed in accordance with the laws of the State of Texas, without regard to the principles of conflicts of laws of the State of Texas; and
5. the venue for any lawsuit regarding collection of a delinquent debt will be in Collin County, Texas.

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

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

Bursar/Cashier Services

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

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

Fire Evacuation

Fire exits are posted on each floor on all campuses. If an alarm is activated, students should leave the building in a timely manner by the marked exits, unless otherwise instructed, and move as far away from the building as possible. Upon receiving verbal authorization from Collin College Police, an administrator in charge, or a faculty member, students should return to classes quickly and quietly. If there are questions, ask a staff or faculty member.

First Year Experience (FYE)

Students attending college for the first time can take part in the First Year Experience (FYE) program. Several activities and initiatives designed to enhance the college experience for students new to Collin College will be available. For more information, call 972.377.1077.

Fitness Centers

Students may use the Fitness Centers at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, or Spring Creek Campus (SCC) in Plano during the times posted. Students are also encouraged to attend free wellness activities, which are listed at each campus.

1. **CPC Fitness Center** consists of a weight training room, dance studio, two (2) racquetball courts, and locker room facilities.
2. **PRC Fitness Center** consists of a gymnasium, dance studio, weight training room, wellness center, and locker room facilities.
3. **SCC Fitness Center** consists of the main gymnasium, weight training room, dance studio, four (4) racquetball courts, locker room facilities, 12 lighted tennis courts, and use of the Oak Point Recreation Center Natatorium (Monday-Friday, 8 a.m.-4 p.m.).

For more information and hours of operation, call the Fitness Centers at 972.548.6891 (CPC), 972.377.1758 (PRC), or 972.881.5848 (SCC).

Grade Appeals Procedure

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 academic associate dean or academic dean. If the issue remains unresolved, the student may appeal to the Grade Appeals Board (GAB).

Appeals to the GAB shall be filed with the chair of the GAB no later than the last regular class day of the next long semester after receiving the grade.

The following procedure is 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.

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 any course grade be based on evidence of the student's performance in a course, that the

student have access to the evidence, that the professor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with published guidelines. These guidelines should be published and announced in each class within the first (1st) week of the semester.

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 announced and provided during the first (1st) part of the term.

Seeking Clarification of Capricious Grading

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

1. The student shall 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 dean shall appoint the academic associate 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 shall confer with the appropriate academic associate dean. The academic associate dean shall consult with and advise both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.
3. If steps 1 or 2 above do not resolve the problem, the student may submit a written petition with supporting documentation via email to the chair of the Grade Appeals Board (GAB) at gradeappeals@collin.edu. This petition form may be obtained from the admissions area in the Student and Enrollment Services Office at any campus, online through CougarWeb on the My Courses tab under Rules and Regulations, or on the college's website in the Student Resources section under Academic Support. A written petition without supporting

documentation will not be considered. Examples of supporting documents may include, but are not limited to: course syllabus, copies of emails exchanged between professor and student, doctor's statements, etc. If supporting documentation is not received, the chair of the GAB will contact the student to inform the student of such. Students will be notified via CougarWeb and given five (5) College District business days to provide the requested documentation. If the requested documentation is not received within the five (5) College District business days, the student will be sent a second (2nd) notice via CougarWeb requesting the supporting documentation. The student will be given five (5) College District business days to submit the requested documentation. If the requested documentation is not received after five (5) College District business days from the second (2nd) notice, the grade appeal will be submitted to the GAB as is.

4. If a student does not take steps 1 and/or 2 above, the grade appeal will not be heard by the GAB. The student shall be notified that the appeal will not be heard until steps 1 and/or 2 have been taken.

Again, capricious grade appeals shall 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 (1st) day of scheduled final exams.

Petitioning for a Grade Appeal Hearing

The petition should be written to:

1. request a hearing with the GAB,
2. present evidence allegedly proving the grade is capricious as defined above, and
3. present the student's conclusions.

The chair of the GAB will then contact the professor to determine the professor's position. Based on the student's petition, 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 these 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 vice president/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 vice president/provost (or designee) for signature, and then forwarded to the registrar for processing. A copy of the final Grade Change Form will be distributed to the professor (or designee), the academic dean, the 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, academic associate dean, academic 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.

Students having a grievance with academic or classroom related problems, other than their final grade, should first consult the professor. If the grievance is not resolved, the student should contact the appropriate academic associate dean or academic dean. If the matter is still not resolved, the student may appeal to the appropriate vice president/provost.

Non-capricious Grading

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

Grade appeals of a non-capricious grading type shall 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 (1st) day of scheduled final exams.

The student may submit a written petition with supporting documentation via email to the chair of the Grade Appeals Board (GAB) at gradeappeals@collin.edu. This petition form may be obtained from the admissions area in the Student and Enrollment Services Office at any campus, online through CougarWeb on the My Courses tab under Rules and Regulations, or on the college's website in the Student Resources section under Academic Support. A written petition without supporting documentation will not be considered. Examples of supporting documents may include, but are not limited to: course syllabus, copies of emails exchanged between professor and student, doctors'

statements, etc. If supporting documentation is not received, the chair of the GAB will contact the student to inform the student of such. Students will be notified via CougarWeb and given five (5) College District business days to provide the requested documentation. If the requested documentation is not received within the five (5) College District business days, the student will be sent a second (2nd) notice via CougarWeb requesting the supporting documentation. The student will be given five (5) College District business days to submit the requested documentation. If the requested documentation is not received after five (5) College District business days from the second (2nd) notice, the grade appeal will be submitted to the GAB as is.

Seeking Clarification of Non-capricious Grading

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

1. The student shall confer with the professor, inform the professor of questions concerning the grade, and any extenuating circumstances that impacted the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor cannot be contacted, the academic dean shall appoint the academic associate dean (or designee) to act for the professor.
2. If, after consultation with the professor (or designee), the student believes a grade is in error, the student shall confer with the appropriate academic associate dean. The academic associate dean shall consult with and advise both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.
3. If steps 1 or 2 above do not resolve the problem, the student may submit a written petition with supporting documentation via email to the chair of the GAB at gradeappeals@collin.edu. This petition form may be obtained from the admissions area in the Student and Enrollment Services Office at any campus, online through CougarWeb on the My Courses tab under Rules and Regulations, or on the college's website in the Student Resources section under Academic Support. A written petition without supporting documentation will not be considered. Examples of supporting documents may include, but are not limited to: course syllabus, copies of emails exchanged between professor and student, doctors' statements, etc.
4. If a student does not take steps 1 and/or 2 above, the grade appeal will not be heard by the GAB. The student shall be notified that the appeal will not be

heard until steps 1 and/or 2 have been taken.

Petitioning for a Grade Appeal Hearing

The petition should be written to:

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

The chair of the GAB will then contact the professor to determine the professor's position. Based on the student's petition, 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 these decisions:

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

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

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

The student, professor, academic associate dean, academic dean, and any parties involved will be notified after each decision is reached.

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

Grade Reports

Grade reports are not mailed to the general student population. Students may access their grades electronically through CougarWeb at <https://cougarweb.collin.edu>. Students will need their CougarWeb username and password to access the system. For more information, call 972.881.5710.

Grading System

At the completion of each term, Collin College will determine the student's semester and cumulative grade point averages (GPAs), which will be recorded on the student's official transcript. Grades earned in Developmental Education (DE) courses are not included in the GPA. Grades are available through the CougarWeb registration system located at <https://cougarweb.collin.edu>. The following table shows the grades that may be denoted on a student's official transcript.

Grade	Description	Grade Points Per Semester Hour
A	Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
W	Withdrawn (Not included in GPA or Earned Hours.)	0.0
WS	Withdrawal Affected (Not included in GPA or Cumulative Hours. Counted in state 6 withdrawal limit.)	0.0
WZ	Withdrawn by Department	0.0
I	Incomplete	0.0
IP	In Progress (Student completed 70%, but has not reached competency.)	0.0
AD	A – Developmental	0.0
BD	B – Developmental	0.0
CD	C – Developmental	0.0
DD	D – Developmental	0.0
FD	F – Developmental	0.0
AT	A – Excellent, Transfer	0.0
BT	B – Above Average, Transfer	0.0

CT	C – Average, Transfer	0.0
DT	D – Below Average, Transfer	0.0
AU	Audit (Not included in GPA or Earned Hours.)	0.0
CR	Credit (Included in Earned Hours but not GPA Hours. Used for Advanced Placement [AP], College Level Examination Program [CLEP], Credit by Exam, Articulated Credit, and Tech Prep.)	0.0
P	Pass (Not included in GPA or Earned Hours.)	0.0
T	Non-course Based TASP Remediation	0.0
X	Pending Resolution of a Disciplinary Case with the Dean of Students Office	0.0
XF	Administrative Re-assignment of Failure (Not included in GPA or Earned Hours.)	0.0
XW	Administrative Withdrawal (Not included in GPA or Earned Hours)	0.0
Z	No Grade Reported (Instructor did not assign a grade.)	0.0
Retired Grade Code(s)		
ZW	Administrative Withdrawal Due to a Fraudulent Case of Scholastic Dishonesty (Not included in GPA or Earned Hours.)	0.0

Graduate Guarantee for Associate of Applied Science (AAS) Graduates

The Graduate Guarantee for Associate of Applied Science (AAS) Graduates shall be used for accountability purposes. The guarantee shall ensure the graduate's employer that the graduate has met program competencies and shall offer up to nine (9) tuition-free hours of education for a program graduate judged by the employer to be unable to perform on the job the competencies as specified in the college program. The guarantee can be initiated by the employer or graduate within 90 days of the graduate's initial employment by submitting a written request to the appropriate vice president/provost.

Graduation

Collin College offers Associate of Applied Science (AAS), Associate of Arts (AA), Associate of Arts in Teaching (AAT), and Associate of Science (AS) degrees and certificate programs. Students who plan to graduate from Collin College should request a degree plan prior to the completion of 30

credit hours. Students must be currently admitted to Collin College to request a degree plan.

Students may graduate under any approved degree plan from the preceding five (5) years as long as they were enrolled during that year; however, students may benefit from graduating under the requirements of the current degree plan. Degrees and certificates that have been deactivated by the Texas Higher Education Coordinating Board (THECB) must be completed within three (3) years of the date the program ended.

A student who completes specific course requirements for a degree or certificate with a minimum cumulative grade point average (GPA) of 2.0 is a candidate for graduation. Any student who entered Collin College prior to fall 2008 and had transfer coursework transcribed will have those transfer course grade points included in his or her Collin College GPA.

TSI requirements must be complete in order to be considered a candidate for graduation.

Associate of Applied Science (AAS), Associate of Arts (AA), Associate of Arts in Teaching (AAT), Associate of Science (AS), and Associate of Arts or Science in a Field of Study degree honors will be awarded to students with the following cumulative GPA at Collin College:

4.0	Summa cum laude
3.75 - 3.99	Magna cum laude
3.5 - 3.74	Cum laude

Honors are calculated using all Collin College college-level coursework and transcribed transfer coursework prior to fall 2008. Grades earned in Developmental Education (DE) courses are not included.

Graduation ceremonies are held twice a year. Students who complete their degree requirements in the fall semester will attend the graduation ceremony in December. Students who complete their degree requirements in Maymester or during the summer term will be invited to participate in the upcoming fall graduation ceremony in December. The spring ceremony will be held for students who complete their degree requirements in the Wintermester and spring terms.

Students participating in commencement ceremonies must purchase graduation regalia (i.e., cap and gown) from the Collin College bookstore.

Health Information

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

Collin College is dedicated to the total well-being of its

students. Alcohol and drug awareness programs, health fairs, and aerobic and other fitness courses are geared toward student wellness.

Although Collin College does not employ a nurse or physician, first aid supplies are available at the VP/Provost Offices, Information Centers, Fitness Centers, Physical Plants, Student Engagement Offices, and Academic/Workforce Division Offices on each campus.

Communicable Diseases

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

HIV/AIDS Information

Each institution of higher education, including each college district, shall 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*. To view *Section 51.919* of the *Texas Education Code*, go to <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm>.

Collin College has adopted the HIV/AIDS Model Workplace Guidelines approved by the Texas Department of State Health Services (TDSHS). These guidelines, Collin College's AIDS policy, and 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 or at www.dshs.texas.gov/hivstd/info/hiv/. Confidentiality of these requests will be honored.

Basis for Action

Collin College's decisions involving persons who have communicable diseases shall 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.

Nondiscrimination

Collin College shall 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 shall 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 shall ensure procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

Bacterial Meningitis

State law (*Texas Senate Bill 62*) requires most new students under the age of 22 entering a higher education institution to show proof of having the bacterial meningitis vaccine 10 days prior to the start of the term. For more information, go to www.collin.edu/gettingstarted/admissions/meningitis/.

Bacterial meningitis is an infection of the brain and spinal cord that causes inflammation of the membranes surrounding the brain. Several different types of bacteria can cause meningitis. A leading cause of bacterial meningitis in the United States is *Neisseria meningitidis*, also called *meningococcal meningitis* (CDC, *Bacterial Meningitis*, 2017, <https://www.cdc.gov/meningitis/bacterial.html>).

Bacterial meningitis strikes approximately 600 to 1,000 Americans each year, with the greatest risk of contraction affecting adolescents and young adults (National Meningitis Association, 2018, <http://www.nmaus.org/disease-prevention-information/statistics-and-disease-facts/>).

Symptoms may vary, but may include some or all of the following:

1. high fever,
2. rash or purple patches
3. light sensitivity,
4. confusion and sleepiness,
5. severe headache,
6. nausea and vomiting, on the skin,
7. stiff neck, and
8. seizures.

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

How is bacterial meningitis diagnosed?

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

How is bacterial meningitis transmitted?

The disease is spread through air droplets or through direct contact with infected people. Direct contact can happen when people kiss, cough, share drinks or cigarettes, or if they

provide certain types of medical aid to a person with bacterial meningitis. When it is spread, exposed people typically become ill within three (3) to seven (7) days (CDC, *Bacterial Meningitis*, 2017, <https://www.cdc.gov/meningitis/bacterial.html>).

Who is at an increased risk of getting bacterial meningitis?

Vaccination against meningococcal disease is recommended for persons at an increased risk of getting bacterial meningitis. Those persons include, but are not limited to, adolescents from ages 11-18 years, college freshmen living in dormitories (or sharing apartments), anyone who has a damaged spleen or whose spleen has been removed, and people who have been exposed to meningitis during an outbreak (CDC, *Vaccination Information Statements (VISs), Meningococcal ACWY Vaccines (MenACWY and MPSV4) VIS*, 2016, <https://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html>).

What are the possible consequences of the disease?

While most people recover fully, 10-15% of people who have blood or brain infections caused by *Neisseria meningitidis* will die. About 19% of people who survive meningococcal disease will have permanent effects such as hearing loss, brain damage, or the loss of a limb (National Meningitis Association, 2018, <https://www.nmaus.org/disease-prevention-information/five-facts-about-meningococcal-disease-and-prevention/>).

Can the disease be treated?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur. Vaccinations are available and should be considered for:

1. those living in close quarters or
2. college students under the age of 22.

These vaccinations are effective against multiple types of bacteria that cause meningococcal disease, but they do not protect against all types of meningitis. Vaccination is very safe. The most common side effects are redness and minor pain at the injection site for up to two (2) days. (CDC, *Bacterial Meningitis*, 2017, <https://www.cdc.gov/meningitis/bacterial.html>); and CDC, *Meningococcal Vaccination: What Everyone Should Know*, 2017, <https://www.cdc.gov/vaccines/vpd/mening/public/index.html#how-well-they-work>)

The cost of the vaccine varies, so students should check with their healthcare providers. Vaccinations are available through local healthcare providers, many pharmacies, and county health care services.

How can students find out more information?

Students should contact their healthcare provider or Collin

County Health Care Services at 972.548.5500 (McKinney) or 972.424.1460 ext. 5500 (metro). Helpful information is available at <https://www.cdc.gov/meningitis/bacterial.html> and www.collincountytx.gov/healthcare_services/Pages/default.aspx.

Immunizations

Due to recent measles outbreaks, the Texas State Board of Health is requesting students born after January 1, 1957, confirm appropriate immunizations or immunity to the following diseases: tetanus/diphtheria, mumps, measles, and rubella.

High Academic Achievement

All students who complete 12 or more quality credit hours during a regular 16-week term with a current 3.5 GPA or above qualify for the Deans' List. All students who complete 12 or more quality credit hours during a regular 16-week term with a current 4.0 GPA qualify for the President's List.

Honors Institute

The Honors Institute at Collin College is designed to provide a uniquely engaging learning experience for students who have at least a 3.5 cumulative grade point average (GPA). In small classes (maximum 18 students), motivated and enthusiastic students engage in discussion, research, and creative projects. Students may be encouraged to showcase their work at academic conferences and in publications. Collin College Honors students receive an Honors transcript designation for each Honors course completed. In addition, through articulation agreements, students completing Honors coursework at Collin College may qualify for admission and scholarships to Honors Programs at several partner universities. Students enrolled in Honors courses benefit from the Honors Institute computer labs and study areas, with access to free printing, scantrons, and blue books.

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

I Got Your Back (IGYB) Bystander Awareness Project

Collin College's I Got Your Back (IGYB) Bystander Awareness Project is an educational campaign to inform the entire Collin College community about and improve bystander intervention. IGYB's purpose is to raise awareness, educate individuals on their role as bystanders, and make Collin College a safer community for students, faculty, and staff. Through its various initiatives, IGYB aims to teach everyone to be an active, effective bystander.

For more information and a list of IGYB events, go to www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html.

Incomplete Grades and Contracts

The "I" grade is assigned only for extenuating circumstances. Incomplete contracts must be agreed to and signed by the student, professor, appropriate associate academic/workforce dean, and appropriate academic/workforce dean before the end of the term in order for a grade of "I" to be assigned.

The contract must define the exact requirements (not to exceed 20 percent of the coursework) the student is to fulfill in order to receive a performance grade. If remaining work is greater than 20 percent of the coursework, the appropriate vice president/provost's approval is required. Requirements of incomplete contracts must be completed as specified in the contract, but no later than the end of the next long semester.

The contract will state that if the work is not completed as specified, the grade will be changed to a performance grade based on the quality and amount of work completed. If the instructor does not initiate a grade change by the end of the next semester, the grade will be changed by the Registrar's Office to an "F" or other performance grade indicated on the original contract.

International Baccalaureate (IB) Diploma

The International Baccalaureate (IB) diploma is an international program of courses and exams offered at the high school level. Collin College will award up to 24 hours of course-specific college credit in subject appropriate areas on all IB exam scores of four (4) or above with an IB diploma or up to 18 hours with an IB certificate. The student must have an official IB transcript sent to Collin College.

Collin College will maintain in residence course work minimums and the non-traditional credit maximum for more than 18 hours will be allowed only for IB credit.

For more information, contact the director of testing at 972.548.6773.

Intramurals

Collin College offers intramural programming comprised of various sports/activities that encourage the use of College District facilities and promote a healthier lifestyle. The purpose of intramurals is to provide exercise and fun for participants in a relaxed yet structured environment. Intramurals enhance the academic experience by promoting and reinforcing:

1. teamwork and personal accomplishment,
2. mutual respect and integrity,
3. competition and recreation, and
4. skill and exercise.

Everyone is encouraged to play to the best of their abilities. The genuine value of intramurals comes from playing – not from winning. Therefore, a win-at-all-cost attitude is inappropriate and discouraged. In order to participate in intramurals, students must be currently enrolled at Collin College and present valid Collin College student IDs.

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

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=clery%20act>.

The [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092 \(f\) \(Clery Act\)](#) requires all colleges and universities receiving government funds to disclose information about crime statistics 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 warnings about *Clery Act* crimes which pose a serious or ongoing 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; and
7. enact policies and procedures to handle reports of missing students.

For more information, go to www.collin.edu/studentresources/deanofstudents/CleryAct.html.

Campus Security Authority (CSA)

A campus security authority (CSA) is a Collin College employee who has significant responsibility for student and campus activities.

Collin College students and employees are encouraged to report crimes to a CSA for the purpose of making timely warning reports and inclusion in the annual disclosure of crime statistics. At Collin College, CSAs include the following employees:

1. all Collin College Police Department officers, sergeants, lieutenants, and the chief of police;
2. the dean of students, associate deans of students, and student conduct officers;
3. the vice president of student and enrollment services, deans of student and enrollment services, and associate deans of student and enrollment services;
4. all academic/workforce deans and associate deans;
5. all campus vice president/provosts;
6. all evening and weekend administrators;
7. all athletics directors and associate athletics directors;
8. all athletics coaches, assistant coaches, volunteer coaches, and trainers;
9. all student organization advisors; and
10. any other employees who have a significant responsibility for student and campus activities (e.g., student travel responsible parties).

For more information, contact the Collin College Police Department at 972.578.5555.

Crime Statistics

The Dean of Students Office in consultation with the Collin College Police Department prepares an *Annual Security Report (ASR)* to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, 20 U.S.C. § 1092 (f). Campus crime, arrest, and referral statistics include those reported to the Collin College Police Department, designated campus officials (i.e., campus security authorities), and local law enforcement agencies. Anonymous reports are counted and disclosed in the annual crime statistics. The full text of this report is available on the web at www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html.

Additionally, the Collin College Police Department maintains a daily log of police activity. For the most current information contained in the daily log, contact the Collin College Police Department at 972.578.5555 or see any Collin College police officer.

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 on campus that poses an immediate threat to the health and safety of Collin College students, faculty, and staff. Collin College has a multi-tiered notification system, which employs various means for communicating information quickly.

Collin College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on a Collin College campus that involves an immediate threat to the health or safety of students, faculty, and/or staff. 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, etc.). In these instances, Collin College will, without delay, and taking into account the safety of the campus community initiate the emergency notification system, unless issuing a notification will, in the professional judgment of Collin College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency notifications may be sent to the entire campus community or only to the segment of the campus community directly affected by the emergency. Emergency notifications will be issued through Collin College email systems and CougarAlert to students, faculty, and staff. For more information, see the *CougarAlert* section in this student handbook.

Anyone with information warranting an emergency notification should immediately report the circumstances to the Collin College Police Department by phone at 972.578.5555 or in person at any of the following Collin College Police Department office locations:

1. Central Park Campus (CPC) in McKinney: Room C119,
2. Collin Higher Education Center (CHEC) in McKinney: Room 134,
3. Courtyard Campus (CYC) in Plano: Room 125,
4. Preston Ridge Campus (PRC) in Frisco: Room H179, or
5. Spring Creek Campus (SCC) in Plano: Room K128.

Timely Warnings

In the event a criminal offense occurs, either on or off campus, that constitutes an ongoing or continuing threat to members of the Collin College community, a campus wide “timely warning” will be issued through Collin College email systems and CougarAlert to students, faculty, and staff. For

more information, see the *CougarAlert* section in this student handbook.

The purpose of a timely warning is to notify the Collin College community of the criminal offense and provide information that may enable community members to better protect themselves from similar incidents. A timely warning may be issued for the following crimes:

1. aggravated assault,
2. arson,
3. burglary,
4. criminal homicide,
5. robbery,
6. sexual assault (i.e., fondling, incest, rape, and statutory rape), and
7. hate crimes.

Timely warnings may also be issued for other *Clery Act* crimes, as deemed necessary. When issuing a timely warning some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. Additionally, when issuing a timely warning, Collin College will not include personally identifying information about victims, including, but not limited to, victims’ names, which will be kept confidential.

All campus security authorities (CSAs) must report crimes to the Collin College Police Department for the purpose of issuing a timely warning.

Anyone with information warranting a timely warning should immediately report the circumstances to the Collin College Police Department by phone at 972.578.5555 or in person at any of the following Collin College Police Department office locations:

1. Central Park Campus (CPC) in McKinney: Room C119,
2. Collin Higher Education Center (CHEC) in McKinney: Room 134,
3. Courtyard Campus (CYC) in Plano: Room 125,
4. Preston Ridge Campus (PRC) in Frisco: Room H179, or
5. Spring Creek Campus (SCC) in Plano: Room K128.

Know Now

In an effort to fulfill the requirements of the Drug Free School Program, Collin College’s 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 positive choices for their futures, and encourage utilization of campus and community resources for recovery.

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

Leadership Development Institute (LDI)

The Leadership Development Institute (LDI) is a Collin College academic initiative that incorporates key leadership principles into the curriculum of core courses. LDI is dedicated to the development of leaders through the core courses, and provides experiential opportunities for students seeking to make a positive difference in their lives and that of the community. LDI partners with the Leadership Empowerment and Development (LEAD) program on many activities, including the ROPES course, leadership skills workshops, movies and panel discussions, field trips, and guest speakers. Key leadership topics integrated into core courses include communication, problem solving, teamwork, decision making, ethics, and more.

All students are eligible to register for the LDI integrated core courses. Students will receive core course credit for each core course with the LDI designation. Information on LDI class offerings is located at www.collin.edu/academics/ldi/index.html.

For more information, contact Dr. Debra St. John, director of the Leadership Development Institute, at 972.377.1617 or dstjohn@collin.edu.

Leadership Empowerment and Development (LEAD)

Leadership Empowerment and Development (LEAD) is an exciting and interactive co-curricular program focusing on student leadership development outside the classroom. Events and activities include a one (1) day "Leading the Pride" summer 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 participating in LEAD are eligible for completion certificates and may have the opportunity to train as workshop student facilitators and work alongside faculty and staff trainers. Students may also include all program participation on their Co-curricular Transcript through

Student Engagement, on job applications, and on scholarship submissions. A list of programs and upcoming LEAD events can be found in OrgSync on the "Leadership Empowerment and Development (LEAD)" tab.

For more information, contact Student Engagement at 972.548.6788 (Central Park Campus in McKinney), 972.377.1788 (Preston Ridge Campus in Frisco), 972.881.5788 (Spring Creek Campus in Plano), or email studentlife@collin.edu.

Learning Communities

Learning Communities offer a unique format for students to take courses. This innovative approach to learning blends two (2) or more academic disciplines into a single course focused around a common theme or central question. The class is team taught by professors representing each area of study, which provides a deeper understanding of the topic as viewed from multiple perspectives. The involvement in a collaborative learning environment forms a community-like atmosphere among students and faculty.

Collin College's Learning Communities program has been nationally recognized by the Fund for the Improvement of Post-Secondary Education (FIPSE) and the Pew Charitable Trust. The program has also received the national Bellwether Award for academic excellence.

Learning Communities courses are transferable and can satisfy core curriculum or major requirements.

For more information and a list of current Learning Communities courses, go to www.collin.edu/academics/learningcommunities/.

Learning Opportunities

Collin College offers four (4) unique types of learning opportunities for students, which are divided into non-credit coursework and credit programs.

Non-credit Coursework

1. Developmental Education (DE): pre-college level foundational coursework in Mathematics, Integrated Reading and Writing, and English as a Second Language (ESL) designed to enable students to achieve college success.
2. Continuing Education (CEUs): provides opportunities for lifelong learning and workforce training when a college degree is not desired.

Credit Programs

1. Academic Programs: prepare a student for transfer to a baccalaureate college or university.

2. Workforce Degrees and Certificates: prepare a student for immediate entry-level employment or advancement.

Libraries

Libraries are located at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano. All libraries provide access to the Internet and online electronic resources, as well as print and multimedia material.

The libraries offer the following services:

1. assistive technology;
2. black/white and color printers;
3. books, DVDs, software/interactive tutorials, music CDs, and audio books;
4. Consumer Health Information Center (CPC);
5. electronic resources such as e-books, databases, and streaming media;
6. equipment available for use such as calculators and laptops;
7. Internet access;
8. interlibrary loan;
9. library orientation and instruction;
10. print and electronic periodicals;
11. photocopy machines;
12. professional librarians;
13. scanners;
14. science model study room (CPC and SCC); and
15. study rooms.

On-site Services and Materials

Each campus library holds large collections of scholarly books, journals, music recordings, 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 instructions for students on how to best use the library's vast electronic and hard copy resources to complete specific assignments. Individual students are also encouraged to make appointments with reference librarians for one-on-one research assistance.

Traditional services, such as book check out and interlibrary loan, are available at each library. In order to share materials,

the library electronic catalog system allows students to have books sent to them from another campus.

Faculty members may place material on reserve at a circulation desk for in-library use or may choose to make documents available on the web through the library's electronic reserves system.

Services and Collections for Off-campus Students

All library electronic resources and services are available through CougarWeb. The library website is a portal to millions of authoritative documents, scholarly databases, streaming media, and full-text electronic journals and books. Online library services provided include voicemail, e-mail, texting, and chat reference, as well as the library catalog, electronic reserves, and interactive tutorials. These services may be accessed by computers and mobile devices to benefit distance learners and off-campus students, as well as students present in one (1) of the libraries.

Visit the Library tab in CougarWeb for more information about these services and resources.

Electronic Collections

More than 100 different electronic collections are available to Collin College students wherever they have access to CougarWeb. Streaming video of Shakespeare plays from the BBC, the Smithsonian's collection of music from around the world, the *New York Times* archived from 1850, and thousands of current full text medical and technology books, animations, and videos are just a small sample of what is available.

Checking Out Materials

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

Expectations of 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 unruly actions. Libraries are cell phone free zones. Damage or theft of library materials or equipment can result in fines and/or disciplinary action.

Policy on Minors

Minors (persons under the age of 16) must be accompanied by an adult (a person 18 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 set forth in copyright law.

Internet Access

Collin College libraries provide Internet access for students' academic and research needs. If all computers are in use, a reference librarian has the authority to ask that a computer be made available for student research. Libraries support academic and intellectual freedom for library users; however, Internet users are not to create a harassing or offensive environment for other users.

Special Services

Adaptive equipment for the visually impaired is available for student use at each library through each campus' ACCESS Office. Scanning software can read papers, books, or webpages aloud to users.

The Consumer Health Information Center, located in the Library at the Central Park Campus (CPC) in McKinney, offers faculty, staff, students, and community members an extensive collection of materials on a wide range of medical conditions. Materials are selected to be accurate, reliable, and useful to laypersons wishing to manage their own healthcare, assist their loved ones, or conduct academic research on health topics. Skilled and experienced librarians are available to assist in the use of this special collection.

Lockers

Student lockers are available in four (4) locations along the main corridor at the Spring Creek Campus (SCC) in Plano in modules B (first floor), J (first and second floor), and K (first floor). These lockers are designed for daily use only at a cost of 25 cents. Instructions for locker use are located at each site. Contents left overnight are subject to removal. Questions or concerns about the lockers should be addressed to Plant Operations. Lockers are also available outside of the Testing Centers at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano. These lockers are free of charge while students are testing.

Lost and Found

Lost and found items will be held a minimum of one (1) month. Student Engagement is the lost and found headquarters at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano. At the Courtyard Center (CYC) in Plano, contact the Admissions Office for lost and found items. The Student Services Center coordinates lost and found items at the Collin Higher Education Center (CHEC) in McKinney. Collin College staff coordinates lost

and found at the Allen Center, Public Safety Training Center (PSTC) in McKinney, and Rockwall Center.

Mandatory Advising Holds

Students who scored below the college level in one (1) or two (2) Texas Success Initiative (TSI) assessments (i.e., reading, writing, or mathematics) as established by the Texas Higher Education Coordinating Board (THECB) are required to meet with an academic advisor or complete an online session during their first (1st) semester at Collin College. Students will be required to have regular contact with an academic advisor until they are TSI complete in all three (3) areas.

For students who scored below the college level in all three (3) TSI assessments (i.e., reading, writing, and mathematics) as established by the THECB, a meeting with an academic advisor is required in addition to mandatory course registration in EDUC 1300/PSYC 1300 Learning Framework.

Math Labs

The staff of the Math Labs assists Collin College students enrolled in developmental math, college-level math, and courses in the natural sciences that have math-based assignments. The staff includes faculty, lab instructors, and student tutors. Students may use graphing calculators and computers to complete homework and lab assignments. Hours for drop-in assistance vary and are posted at each campus.

Contact information for the Math Lab at each campus is as follows:

1. Central Park Campus (CPC) in McKinney: Room C220, and can be reached at 972.548.6896,
2. Preston Ridge Campus (PRC) in Frisco: Founder's Hall Room F148, and can be reached at 972.377.1639, and
3. Spring Creek Campus (SCC) in Plano: Room D203, and can be reached at 972.881.5921.

Maximizing Academic Progress Program (MAPP)

The Maximizing Academic Progress Program (MAPP) assists students whose cumulative GPA has fallen below 2.0, and refers to the procedures that govern Collin College students on any academic action status as outlined below. The procedures set forth will be strictly enforced.

Students participating in MAPP are required to develop an individualized plan for success in consultation with an academic advisor, and an unsatisfactory academic progress hold will be placed on their records. In order to have an unsatisfactory academic progress hold removed, a student

must bring his or her cumulative GPA up to 2.0. In an effort to promote success, students participating in MAPP will not be permitted to enroll in classes after the probation deadline for the term. The admissions process must be fully completed prior to the MAPP registration deadline for each term. Allow up to two (2) weeks to complete this process. This includes regular 16-week classes and all express and flex entry classes.

Students who do not meet academic standards and do not earn a minimum 2.0 cumulative GPA will be placed on one (1) of the following academic standings: academic warning, academic probation, or academic suspension.

Academic Warning

Academic Warning occurs immediately following the first (1st) semester students do not maintain good academic standing. Students will be limited to a maximum of 13 credit hours per semester. No Maymester or Wintermester registration will be permitted. A hold will be placed on the student's registration status requiring him or her to meet with an academic advisor. Students will complete a MAPP Contract and Personal Academic Action Plan. Students will submit a Progress Report prior to the semester withdrawal date. Students will be removed from Academic Warning the semester good academic standing is achieved.

Academic Probation

Academic Probation occurs immediately following Academic Warning. Students who do not raise their cumulative GPA up to a 2.0 will be required to meet with an academic advisor prior to the next term's registration. Students will be limited to a maximum of 13 credit hours per semester. Students will complete a MAPP Contract and the Continual Action Plan in conjunction with a Learning Framework class (EDUC 1300 or PSYC 1300) or Learning and Study Strategies Inventory (LASSI).

Students will submit a Progress Report prior to the semester withdrawal date. Students entering Academic Probation for a Maymester or Wintermester term will only be permitted to enroll in a Learning Framework class (EDUC 1300 or PSYC 1300). If students maintain academic progress, they will be able to continue to enroll for future semesters and complete a Progress Report until good academic standing is achieved.

Academic Suspension

Academic Suspension occurs when students on Academic Probation do not maintain academic progress. Students on Academic Suspension cannot enroll for one (1) academic year. Students who participate in early registration and do not maintain academic progress by the end of the semester, will be dropped from their classes for the subsequent semester and placed on Academic Suspension.

Appeals

Students placed on Academic Suspension have the right to appeal to the Academic Progress Appeals Committee (APAC). The process allows students to appeal an Academic Suspension for unsatisfactory academic progress based upon:

1. the death of a relative,
2. an injury or illness of the student, or
3. extenuating circumstances.

Students can only appeal one (1) time during their tenure at Collin College.

Readmission after a Period of Academic Suspension

After one (1) year of Academic Suspension, students can reapply to Collin College under Academic Probation status and must continue to maintain academic progress each semester. Students must meet with an academic advisor to obtain a MAPP Contract, Continual Action Plan, and Progress Report before the probation deadline.

Mental Health Leave of Absence

To view the Board policies associated with Mental Health Leave of Absence, go to <https://pol.tasb.org/Policy/Search/304?filter=mental%20health%20leave>.

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 and must occur 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

For more information, contact the associate dean of counseling and ACCESS at the Spring Creek Campus (SCC) in Plano, Room D136 or call 972.881.5779.

Mentor Program

The Collin College Mentor Program matches students with a faculty or staff mentor. Applications are available from the assistant director of student engagement. Mentors and students are encouraged to communicate once or twice a month during the academic year. Students also have the opportunity to attend special events and qualify for Mentor Program awards. This is an excellent opportunity for networking and both personal and professional growth. For more information, call 972.881.5787.

New Student Orientation

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

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

Non-traditional College Credit

Various credit options enable persons who have acquired knowledge and skills in non-traditional ways to demonstrate academic achievement. For enrolled students or students enrolled within the past year, credit may be given for college-level experience as demonstrated by acceptable test results regardless of the means by which the knowledge was acquired, except for college credit that has been previously granted. Students may also receive credit for some previous military training. A fee for test administration and transcript recording may be assessed.

Without special permission from the executive vice president, no more than 18 hours of non-traditional credit may be counted toward a degree. However, if the student has an International Baccalaureate (IB) diploma, a total of 24 hours of non-traditional credit may be awarded. The institution may grant fewer than 24 hours of non-traditional credit. Non-traditional credit will be added to the transcript (upon request) only after six (6) hours of traditional, non-transfer credit is achieved at Collin College.

For more information, contact the director of testing or the Registrar's Office.

Occupational Skills Awards (OSAs)

Occupational Skills Awards (OSAs) are nine (9) to 14 credit hour awards that add to the student's marketability or make the student eligible for immediate employment. These awards are also designed as a stepping stone toward earning certificates or the Associate of Applied Science (AAS) degree.

Online Courses and Distance Learning

Collin College uses the Canvas Learning Management System (Canvas). Students access Canvas in CougarWeb (<https://cougarweb.collin.edu>) on the "My Courses" tab. Students' access to Canvas is available on the first (1st) official day of class.

In an effort to accommodate the wide array of student schedules and learning styles, Collin College offers a variety of distance learning credit courses and programs. These courses are offered through two (2) methods of delivery:

1. **Blended** courses require some time on a Collin College campus and offer the flexibility to incorporate distance learning with on-site instructional activities. These courses are identified with a "B" in the section number.
2. **Web** (fully online) courses offer students the flexibility to obtain an education via the Internet. These courses are identified with a "W" in the section number. Instructional materials, readings, assignments, and, in some cases, class discussions may be accessed whether students are at home, at work, or on vacation. Some web courses require proctored testing, which means students must take tests and exams in one (1) of the Collin College Testing Centers or at another approved testing site or service. If the student chooses to use an approved testing site or service, he or she is responsible for paying all associated fees.

Distance learning courses may apply toward associate degree requirements. Many fit into certificate program requirements, and the majority fulfill requirements for bachelor's degrees. Students are encouraged to visit with an academic advisor to verify that a specific distance learning course will transfer into their designated college or university bachelor's degree program.

Registration for a distance learning course is the same as for any other course. Consult the current Collin College schedule for a list of distance learning courses offered during each term. Prior to enrolling in a distance learning course, students should review the eCollin Learning Center (eLC) website located at www.collin.edu/academics/ecollin/gettingstartedonline.html.

Distance learning courses require the same commitment as courses held on a Collin College campus. When students enroll in distance learning courses, they are expected to:

1. check the Course Section Notes in the E-schedule or Look-up Classes section in the registration schedule (click on the course CRN to view important class information),
2. log in to CougarWeb and CougarMail to check for important class announcements, and
3. access the course during the first (1st) week of classes.

For technical assistance with navigating online courses, call 972.377.1777, option 5, 24 hours a day, seven (7) days a week or go to www.collin.edu/academics/ecollin/FAQ_2.html and click on the Technical Support menu option.

For more information, go to www.collin.edu/academics/ecollin/gettingstartedonline.html.

Parking

Students should adhere to the following parking regulations:

1. Parking stickers are required at all campuses and are provided at no charge to students. Parking stickers are available at Information Centers, Student Engagement Offices, and Collin College Police Department Offices. Allen, Public Safety Training Center, and Rockwall students should contact college staff for 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 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.
5. Information regarding parking and driving policies can be found on the Collin College Police Department website at www.collin.edu/campuspolice/.

Pass/Fail Grade Option

Non-degree seeking students may select a pass/fail grade option for foreign language, sign language, and creative writing courses. When taking a class pass/fail, a letter grade will not be assigned for the course, but the student's transcript will indicate whether he or she passed or failed the course. This option is not available for students working toward a degree plan or intending to transfer to another institution. To select a pass/fail grade, the student must complete the appropriate form in the admissions area in the Student and Enrollment Services Office on or before the census date of the term. Pass/fail students may change their status to credit before the census date of the term in the

admissions area in the Student and Enrollment Services Office.

Public Safety Training Center (PSTC)

The Public Safety Training Center (PSTC) located in McKinney is the new home for Collin College's Fire Science and Law Enforcement Academies, and also serves as a professional development training site for Collin County's emergency services personnel. For more information, go to www.collin.edu/campuses/ or call 972.549.6490.

Staff

Collin College staff are available at the Public Safety Training Center. For more information, contact the Public Safety Training Center at 972.549.6490 or visit www.collin.edu/campuses/.

Parking

Students are required to have a Collin College parking decal. These decals are available free of charge from the Collin College staff. Parking is open around the Public Safety Training Center buildings; check for signage.

Smoking, Tobacco, and Electronic Smoking Devices Prohibited

Collin College students and staff are strictly prohibited from smoking and using tobacco products or electronic smoking devices anywhere on the facilities or grounds of the Public Safety Training Center. A definition of electronic smoking devices is listed in the *College Terminology* section of this student handbook.

Textbooks

Students can purchase textbooks through one (1) of the Collin College bookstores located at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, or Spring Creek Campus (SCC) in Plano. In addition, students may purchase books through the bookstore website at <https://collin.bncollege.com/>.

Public Transportation

Dallas Area Rapid Transit (DART) provides daily bus service to and from the Spring Creek Campus (SCC) in Plano and the surrounding community. Bus routes and schedules are available in the brochure rack located in the main hallway in the SCC F-module. Students may also call DART directly at 214.979.1111 or visit their website at www.dart.org/.

Registered Sex Offenders

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*, any convicted sex offender who is a student, employee, or an individual who frequents Collin

College must register with the Collin College Police Department. To register, an individual must schedule an appointment with a Collin College Police Department administrator at 972.578.5555.

For additional information regarding registered sex offenders, contact the Collin College Police Department at 972.578.5555 or go to the Texas Department of Public Safety's (TxDPS) Texas Public Sex Offender Registry available on the web at <https://records.txdps.state.tx.us/SexOffenderRegistry>. Individuals may also refer to Board policy FL (LEGAL) available on the web at <https://pol.tasb.org/Policy/Search/304?filter=fl>.

Registration Procedures

Online Registration

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, TSI, and assessment requirements, and have met with an academic advisor.

Add/Drop

Credit students may add classes using the CougarWeb system through the first (1st) four (4) days of classes during regular 16-week semesters and during the first (1st) day of class of the summer or mini-semester terms. For express and weekend courses, registration deadlines will vary. For regular 16-week classes, there is a registration hard deadline on the fourth (4th) day of the semester.

Registration for any course will result in full tuition and fee assessment for the course hours. Any course dropped on or after the first (1st) day of each term or mini-semester will result in charges for the dropped course as determined by the state refund guidelines and approved tuition rates.

All students must initiate the process to be dropped from classes prior to the first (1st) class day or they will be required to make payment for tuition and fees assessed. Students receiving financial aid may not be automatically dropped from classes.

Drops and/or withdrawals may be made online through the posted Last Day to Withdraw for the term. For specific dates, see the *2018-2019 Academic Calendar* section in this student handbook.

Registration for Continuing Education (CE) and Workforce Development Classes

Each semester Collin College offers Continuing Education (CE) classes to community members through Continuing Education and Workforce Development. Registration for these classes can be done in five (5) ways:

1. Online registration: (credit card only) Go to www.collin.edu/ce to see instructions or go to the Continuing Education online registration site to view the current Continuing Education class offerings and register for classes.
2. Walk-in registration: Available at the Courtyard Center (CYC) in Plano, Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, or Spring Creek Campus (SCC) in Plano. Times are listed in the current *Continuing Education Schedule*.
3. Phone-in registration: (VISA, MasterCard, or Discover only) Call 972.548.6855 or 972.985.3711. Times and dates are listed in the current *Continuing Education Schedule*.
4. Mail-in registration: Send the student's registration information to:

Registration
Collin College
Courtyard Center
4800 Preston Park Blvd.
Box 12
Plano, Texas 75093

See the current *Continuing Education Schedule* for registration deadlines.

5. Fax-in registration: (credit card only) Check the current *Continuing Education Schedule* for fax availability. Fax the student's registration to 972.985.3723 or 972.548.1702.

Religious Holy Days

In accordance with *Section 51.911* of the *Texas Education Code*, Collin College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students are required to file a written request with each professor within the first (1st) 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days is available from the Student and Enrollment Services Offices. The form for notification of absence from each class under this provision is located at www.collin.edu/getting-started/admissions/forms.html.

Repeating Courses

Beginning fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour charge. Undergraduate courses attempted at Collin College with a graded status of A, B, C, D, F, I, W (withdrawals after

census), and AU (audit) will be evaluated for repeat limits.

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

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

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

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

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

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

Rockwall Center (RW)

The Rockwall Center (RW) will relocate to the Dr. Gene Burton College and Career Academy (2301 South John King Blvd.) for Fall 2018. For more information, go to www.collin.edu/campuses/rockwall/ or call 972.599.3100.

Staff

Collin College staff are available during morning and evening hours Monday through Thursday to answer questions and assist students. Individuals may also reach Collin College staff by phone at 972.599.3100.

Computer Room

Collin College students will have access to computer stations at the Rockwall Center starting Fall 2018. For more information, contact the director of academic partnerships at 972.599.3100.

Parking

Students are required to have a Collin College parking decal. These decals are available free of charge from the Collin College staff. Parking is open around the Rockwall Center building; check for signage.

Smoking, Tobacco, and Electronic Smoking Devices Prohibited

Collin College students and staff are strictly prohibited from smoking and using tobacco products or electronic smoking

devices anywhere on the facilities or grounds of the Rockwall Center. A definition of electronic smoking devices is listed in the *College Terminology* section of this student handbook.

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Students can purchase textbooks through one (1) of the Collin College bookstores located at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, or Spring Creek Campus (SCC) in Plano. In addition, students may purchase books through the bookstore website at <https://collin.bncollege.com/>.

Scholarships, Athletic and Departmental

Scholarships are available for men's and women's basketball and tennis. Athletic Competitive Scholarships are awarded on the basis of athletic ability, contribution to Collin College as a student-athlete, and National Junior College Athletic Association (NJCAA) eligibility. Athletic Competitive Scholarships are awarded in compliance with NJCAA bylaws. For more information, contact the Athletic Department at 972.516.5025 or go to www.collin.edu/athletics/.

Additional scholarships may be available through Collin College's academic departments. For more information, contact the appropriate academic dean.

Scholarships, Collin College Foundation

Through generous contributions from individuals, friends, corporations, alumni, and foundations, the Collin College Foundation awards merit-based and need-based scholarships to qualified students pursuing their education at the college. Scholarships are available to new and continuing students who will be or are currently enrolled at Collin College.

Students can apply online during the open application cycles. Note: cycle dates can vary, so it is important to check the Foundation's website at www.collin.edu/foundation/ for updated information.

Scholarship awards are made two (2) times per academic calendar year in the fall and spring.

For more information, contact the Foundation at 972.599.3145 or scholarshipcoordinator@collin.edu.

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,

social, leadership, and practical skills.

In addition, 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 résumés. 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 nonprofit organizations, dental clinics for children, social service outreach to the homeless, and fine arts projects in the community.

For more information, call 972.881.5900, email thockenbrough@collin.edu, or go to www.collin.edu/academics/servicelearning/.

Solicitation on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=solicitation%20on%20campus>.

Student Solicitation

As used in this policy, “student solicitation” shall 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.

Limitations on Solicitation

Student solicitation shall 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 food or drink item 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 meetings of such organizations scheduled in accordance with Collin College’s regulations on the use of facilities. To view the Board policies associated with use of Collin

College facilities, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20use%20of%20facilities>.

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 regulations; or
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), Internal Revenue Code*.

No solicitation shall 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 organization shall solicit under this policy for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

Fundraising and Use of Collin College Name

Only organizations or individuals authorized by Collin College shall be allowed to sponsor and engage in fundraising activities under the name of Collin College. All such activities must be compatible with the mission and objectives of Collin College and must be approved by the appropriate campus vice president/provost, vice president of student and enrollment services, or designated representative. Any other fundraising activities shall be submitted in advance for consideration to the Collin College senior vice president of academic, workforce, and enrollment services. To view the Board policies associated with these procedures, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20use%20of%20facilities>.

The name of Collin College, the emblem/logo of Collin College, or any other recognizable symbol representing Collin College shall not be used as a part of the name or masthead of any publication without the express written approval of the appropriate member of the Collin College Leadership Team.

Conduct During Solicitation

Student solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by Collin College.

2. The solicitation shall 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 shall not harass, embarrass, or intimidate the person or persons being solicited.

Sanctions

If, after a reasonable investigation, the campus vice president/ 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 campus vice president/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 shall be subject to disciplinary measures as described in Board policies FM (LOCAL) and FMA (LOCAL). To view the Board policies associated with student disciplinary procedures, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

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 policy FKC (LOCAL). To view the Board policies associated with registered student organizations, go to <https://pol.tasb.org/Policy/Search/304?filter=fkc>.

Petitions, Handbills, and Literature

This section is covered by the Vice President/Provost's Office at each campus. To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=fla>.

Each petition, handbill, or piece of literature submitted for approval for distribution shall include the name of the person or organization wanting to distribute it.

A person or organization shall 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 shall 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 shall not distribute non-school literature by accosting individuals or by hawking or shouting. The distributor shall ensure the area around which the non-school literature was distributed is clean and free of

discarded or leftover materials.

Strategies of Behavioral Intervention (SOBI) Committee

Collin College's Strategies of Behavioral Intervention (SOBI) Committee provides a process to address student behaviors of concern. SOBI actions are not a substitute for disciplinary procedures. Reports of *Student Code of Conduct* violations will be sent directly to the Dean of Students Office for disciplinary action.

For more information on SOBI or to submit a referral go to www.collin.edu/studentresources/SOBI/index.html or contact SOBI directly at sobi@collin.edu.

Student Classifications

Collin College uses the following definitions to classify students:

1. **Freshman:** a student who has successfully completed fewer than 30 quality hours.
2. **Sophomore:** a student who has successfully completed 30 or more quality hours, but has not earned an associate degree.
3. **Full-time:** a student enrolled for 12 credit hours or more in a regular 16-week semester, six (6) credit hours or more in a five-week summer session, or nine (9) credit hours or more in a 10-week summer session.
4. **Part-time:** a student enrolled for 11 credit hours or less in a regular 16-week semester, five (5) credit hours or less in a five-week summer session, or eight (8) credit hours or less in a 10-week summer session.

Note: classification varies for courses meeting on alternative or accelerated schedules.

Student Complaints

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

In this policy, the terms "complaint" and "grievance" shall have the same meaning. The student (grievant) making the complaint must be personally affected by the action. Student complaints that are unable to be resolved informally shall be resolved through the appropriate Collin College policy, as provided below.

1. For complaints alleging discrimination, harassment, and retaliation based on race, color, national origin, religion, or disability targeting students, see Board policy FFDB (LOCAL) located at <https://pol.tasb.org/Policy/Code/304?filter=FLD> and the *Freedom*

from *Discrimination, Harassment, and Retaliation* section of the *Student Code of Conduct*.

2. For complaints alleging sex discrimination, sexual harassment, sexual violence, and retaliation, see Board policy FFDA (LOCAL) located at <https://pol.tasb.org/Policy/Code/304?filter=FFDA> and the *Freedom from Sex Discrimination, Sexual Harassment, Sexual Violence, and Retaliation* section of the *Student Code of Conduct*.
3. For complaints alleging a violation of the *Student Code of Conduct*, see Board policies FM (LOCAL) and FMA (LOCAL) located at https://pol.tasb.org/Policy/Search/304?filter=fm* and the disciplinary procedures sections of the *Student Code of Conduct*.
4. For complaints concerning student disciplinary decisions, see Board policy FMA (LOCAL) located at <https://pol.tasb.org/Policy/Code/304?filter=FMA> and the student disciplinary appeals procedures sections of the *Student Code of Conduct*.
5. For complaints concerning an employee of Collin College who is not a commissioned peace officer, see Board policy DGBA (LOCAL) located at <https://pol.tasb.org/Policy/Code/304?filter=DGBA>.
6. For complaints concerning a commissioned peace officer who is an employee of Collin College, see Board policies CHA (LEGAL) and CHA (LOCAL) located at <https://pol.tasb.org/Policy/Code/304?filter=CHA>, as well as Board policy DGBA (LOCAL) located at <https://pol.tasb.org/Policy/Code/304?filter=DGBA>.
7. For appeals of academic suspension for a grade point average (GPA) below the required 2.0, see the *Maximizing Academic Progress Program (MAPP)* section in this student handbook.
8. For appeals regarding financial aid, see the *Financial Aid* section in this student handbook.
9. For appeals regarding academic grades, see Board policy FLDB (LOCAL) located at <https://pol.tasb.org/Policy/Code/304?filter=FLDB> and the *Grade Appeals* section in this student handbook.

Student Computer Labs

Student Computer Labs provide currently enrolled Collin College students access to a computer for college-related work. Students will have unlimited access to the computers in these labs, but will be required to use the Pharos printing system which gives each student 300 free pages per semester and charges 10 cents per page after 300 pages.

Student Employment on Campus

Students can work up to 20 hours per week in Collin College departmental offices as student assistants or work study students. Compensation is above minimum wage. F-1 Visa students must have a Social Security number in order to work on campus.

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

To view and apply for on-campus student assistant and work study positions, go to <http://jobs.collin.edu>.

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

Student Engagement

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

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

1. banner reservations,
2. civic and social events,
3. Cougar Den (Preston Ridge Campus in Frisco) and Student Center (Central Park Campus in McKinney),
4. educational programs,
5. entertainment and cultural programs,
6. field trips,
7. first aid (limited to Band-Aids, cotton balls, and antiseptic spray),
8. guest speakers,
9. leadership training and programs,
10. local fax service,
11. lost and found (Central Park Campus in McKinney, Preston Ridge Campus in Frisco, and Spring Creek Campus in Plano),
12. student ID Cards,
13. student officer training,
14. student organizations,

15. student organization offices (Central Park Campus in McKinney, Preston Ridge Campus in Frisco, and Spring Creek Campus in Plano), and
16. New Student Orientation.

Student Expression

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20expression>.

Collin College observes the rights and freedom of speech, petition, and peaceful assembly as set forth in the U.S. Constitution. Collin College maintains its right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent. Any act that interferes with the normal operations of Collin College including, but not limited to, classes and Collin College business, or interferes with the rights of students, faculty, staff, and others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant involved in a disruptive activity may face criminal charges.

Approved activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. Commercial speech is subject to the guidelines in the *Solicitation on Campus* section in this student handbook. Speech that is not protected includes fighting words, language that creates a hostile environment, slander/libel, and obscenity.

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 achievement 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, email sga@collin.edu.

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 Academic Advising, Admissions, the Barnes & Noble College Bookstores, Career Centers, Computer Labs, Fitness Centers, Libraries, Math Labs, Student Engagement, Student and Enrollment Services, and the Testing Centers. Student ID cards are produced by Student Engagement. Student ID card office hours are as follows:

Campus	Room No.	Days	Times
Central Park Campus (CPC) in McKinney	D106A	Mon., Tues., Thurs.	8 a.m. - 5 p.m.
		Wed.	8 a.m. - 8 p.m.
		Fri.	9 a.m. - 5 p.m.
Preston Ridge Campus (PRC) in Frisco	A185	Mon., Tues.	8 a.m. - 8 p.m.
		Wed., Thurs.	8 a.m. - 5 p.m.
		Fri.	9 a.m. - 5 p.m.
Spring Creek Campus (SCC) in Plano	F130	Mon. - Thurs.	8 a.m. - 8 p.m.
		Fri.	9 a.m. - 5 p.m.

Once a student has registered and paid for his or her courses, the student ID card will be issued in accordance with the dates posted on the Student Engagement website located at www.collin.edu/campuslife/studentlife/index.html. Students who register and pay after the dates posted must wait at least 24 hours after that process to pick up their IDs. No fees are assessed for the first ID a student receives. The student must present a valid picture ID and his or her College Wide Identification Number (CWID) before a student ID card will be issued. The student ID card will be valid district-wide throughout the student's enrollment at Collin College. The student ID card will be automatically reactivated each semester after the student enrolls in courses and pays the corresponding tuition and fees.

For a fee, a replacement student ID card will be issued to a student whose card has been lost, stolen, or damaged; who has had a name change; or who would prefer a new photo.

The student must be currently enrolled and present a valid picture ID and CWID number to request a replacement student ID card.

For more information, contact Student Engagement or go to www.collin.edu/campuslife/studentlife/index.html.

Student Intellectual Property

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

A student shall retain all rights to work created as part of instruction or using Collin College technology resources. As an agent of Collin College, an employee, including a student employee, shall not have rights to a work he or she creates on Collin College time or using Collin College technology resources or Collin College intellectual property. Collin College shall own any work or work product created by a Collin College employee, including a student employee, in the course and scope of his or her employment, including the right to obtain copyrights and patents.

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 972.881.5787.

Student Load

A full-time student load is a minimum of 12 credit hours per regular 16-week semester. Students taking 11 credit hours or less per regular 16-week semester are classified as part-time students. Full-time status during the summer sessions or accelerated sessions may vary.

Students may, with special permission from the registrar, enroll for more than 18 credit hours during a regular session and seven (7) hours in a summer session. Permission will not be granted unless the student 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 nine (9) hours during a summer session. Students are limited to one (1) course, maximum three (3) credit hours, during the Maymester and Wintermester sessions.

For more information, see the *Student Classifications* section in this student handbook or contact the Registrar's Office.

Student Organizations

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

Approved student organizations shall 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 shall 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 by the appropriate dean of student and enrollment services and outlined in the *Student Organizations Procedures Manual (SOPM)* including, but not limited to, fiscal procedures and monthly transaction reports.

For more information, contact the Student Engagement Office and/or see Board policy FKC (LOCAL) available on the web at [https://pol.tasb.org/Policy/Search/304?filter=fkc\(local\)](https://pol.tasb.org/Policy/Search/304?filter=fkc(local)).

Student Right to Know

Under the terms of the *Student Right to Know Act*, Collin College maintains and annually updates student persistence, graduation, and transfer rates and other relevant statistics. To access this information, go to Collin College's District Statistics website located at www.collin.edu/aboutus/statistics/.

Student Self-service Enrollment Verification

This program provides students with online access to enrollment verification services through the National Student Clearinghouse. By using a link in CougarWeb, students can achieve the following:

1. print a certificate of enrollment that can be forwarded to a health insurer, housing provider, credit issuer, employment agency or other student services providers;
2. view enrollment information that may have been provided to a student services provider;
3. view electronic notifications and deferment forms that

have been sent to lenders, servicers, and guarantors; and

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 some lenders provide.

For more information, go to <https://www.collin.edu/getting-started/admissions/services.html> or contact the National Student Clearinghouse directly at 703.742.7791 or www.studentclearinghouse.org/.

Student Suggestions and Concerns

The Dean of Students Office addresses issues such as student suggestions and concerns. Individuals with suggestions or concerns can contact the dean of students at 972.881.5604 or through the Collin College website at www.collin.edu/studentresources/deanofstudents/index.html. Students must provide either a CougarMail email address or a phone number if they would like to be contacted regarding their suggestions and concerns.

Student Travel

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

All students and responsible parties traveling on a Collin College-sponsored trip must review the Student Travel procedures in their entirety and complete the appropriate Student Travel Training Liability Waiver and Acknowledgment Form only one (1) time during the 2018-2019 academic calendar year.

Purpose

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

Definition of Student Travel

Student travel is defined as any approved Collin College-related event or activity taking place anywhere other than a Collin College location. Only students currently enrolled at Collin College shall be allowed to participate in student travel. Student travel shall directly benefit Collin College, and categories of student travel shall include the following:

1. academic travel,
2. athletic travel,
3. co-curricular travel (e.g., Community College Day at the Capitol, Honors Institute, Leadership

Development Institute),

4. extra-curricular travel (e.g., intramural sports), and
5. student organization travel.

Definition of Collin College Location

The term "Collin College location" shall include, but is not limited to:

1. all Collin College main campuses, centers, and satellite campuses;
2. locations at which dual credit courses are offered;
3. clinical, co-operative work experience, internship, lab, and practicum sites; and
4. approved co-curricular, extra-curricular, and service learning locations.

Custodian of Records

The dean of students or designee shall be the custodian of records for all completed Student Travel Training Liability Waiver and Acknowledgment Forms.

The appropriate academic/workforce dean or designee shall be the custodian of records for all completed:

1. academic/workforce Trip and Participants' Information Forms and
2. academic/workforce Emergency Contact Information Forms.

The director of athletics or designee shall be the custodian of records for all completed:

1. Athletic Liability Waiver Forms and
2. Athletic Emergency Contact Information Forms.

The appropriate dean of student and enrollment services or designee shall be the custodian of records for all completed:

1. co-curricular, extra-curricular, and student organization Trip and Participants' Information Forms; and
2. co-curricular, extra-curricular, and student organization Emergency Contact Information Forms.

All student travel forms shall be retained by the appropriate custodian of records for three (3) years from the end of the academic calendar year in which the trip occurs, in accordance with Collin College's records retention procedures. To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

Responsible Party

Every athletic coach, co-curricular advisor, extra-curricular advisor, faculty member, staff member, student organization advisor, travel advisor, or travel advisor of record overseeing approved student travel shall be identified as the "responsible party." The responsible party shall be required to monitor and ensure compliance with the student travel procedures and Collin College policies.

For every 10 students attending, one (1) responsible party shall travel with the students for the entirety of an approved trip if:

1. the group is traveling in a Collin College-owned or -leased vehicle;
2. the trip requires an overnight stay; or
3. the trip is required by a Collin College registered student organization, in accordance with *Section 51.950* of the *Texas Education Code*.

Travel Approval

All student travel must be approved in advance. Responsible parties must receive approval through the appropriate academic/workforce, athletic, co-curricular, extra-curricular, or student organization travel request process prior to arranging travel accommodations or recruiting students.

Travel arrangements shall be made in accordance with administrative regulations. Program directors, associate academic/workforce deans, academic/workforce deans, and/or vice president/provosts shall review proposed academic student trips to ascertain the following:

1. compliance with administrative regulations,
2. feasibility/travel logistics,
3. student accessibility to transportation, and
4. academic discipline/pedagogical relevance.

Traveling with Minor Students

For the purpose of these travel procedures, all students under the age of 18 shall be considered minors. Prior to travel, each minor student must inform the responsible party he or she is under the age of 18. The responsible party must provide his or her supervisor and the appropriate custodian of records with a list of the names of all minor students attending the trip. Additionally, all responsible parties traveling with minor students must complete the online "Child Abuse and Molestation Awareness and Prevention in Texas" training prior to the trip. For additional information and to obtain access to this online training, contact the Human Resources Office (HR) at 972.985.3783.

Transportation Options

All students and responsible parties participating in a Collin College-related trip shall use the same mode of transportation under any of these conditions:

1. a Collin College-owned or -leased vehicle is being utilized for the trip,
2. the trip requires an overnight stay, and/or
3. the trip is required by a Collin College registered student organization, in accordance with *Section 51.950* of the *Texas Education Code*.

Students and responsible parties shall not travel together in a personal vehicle. Advance written approval from the appropriate administrator(s) shall be obtained before a responsible party transports students in a Collin College-owned or -leased vehicle.

Acceptable forms of transportation for student trips include, but are not limited to:

1. a student's personal vehicle, if the travel does not require an overnight stay. All students taking a personal vehicle must adhere to local, state, and federal laws;
2. Collin College-owned or -leased vehicles; and
3. a common carrier (i.e., bus, plane, or train).

Only responsible parties, Collin College employees, or Collin College-contracted transportation company drivers shall be authorized as drivers of Collin College-owned or -leased vehicles. A responsible party who is transporting students in a Collin College-owned or -leased vehicle must adhere to Collin College's transportation management policy located at <https://pol.tasb.org/Policy/Code/304?filter=CJ>.

Responsible parties are prohibited from organizing and/or sanctioning students to carpool to events.

Athletic Travel

Every student participating in athletic travel shall complete an Athletic Liability Waiver Form only one (1) time during the 2018-2019 academic calendar year. The Athletic Liability Waiver Form is only valid for athletic travel. A copy of every student's Athletic Liability Waiver Form shall be on file with the appropriate custodian of records prior to departure.

Athletes traveling for any reason other than athletic travel will need to complete the general Student Travel Training Liability Waiver and Acknowledgment Form and meet any other requirements listed in these student travel procedures.

Field Trips and Day Trips

Definition

Any student travel that does not require an overnight stay shall be considered a field trip and/or day trip.

Emergency Contact Information Form

Every student participating in academic/workforce, co-curricular, extra-curricular, and student organization field trips and/or day trips shall complete an Emergency Contact Information Form for each trip. The responsible party shall keep a copy of every student's Emergency Contact Information Form in his or her possession throughout the duration of each trip. A copy of every student's Emergency Contact Information Form shall be on file with the appropriate custodian of records prior to departure.

Trip and Participants' Information Form

Every responsible party overseeing academic/workforce, co-curricular, extra-curricular, and student organization field trips and/or day trips shall complete a Trip and Participants' Information Form for each trip. The responsible party shall keep a copy of each Trip and Participants' Information Form in his or her possession throughout the duration of each trip. A copy of each Trip and Participants' Information Form shall be on file with the appropriate custodian of records prior to departure.

Overnight Travel

Definition

Any student trip that requires an overnight stay shall be considered overnight travel.

Emergency Contact Information Form

Every student participating in overnight travel shall complete an Emergency Contact Information Form for each trip. The responsible party shall keep a copy of every student's Emergency Contact Information Form in his or her possession throughout the duration of each trip. A copy of every student's Emergency Contact Information Form shall be on file with the appropriate custodian of records prior to departure.

Trip and Participant's Information Form

Every responsible party overseeing overnight travel shall complete a Trip and Participants' Information Form for each trip. The responsible party shall keep a copy of each Trip and Participants' Information Form in his or her possession throughout the duration of each trip. A copy of each Trip and Participants' Information Form shall be on file with the appropriate custodian of records prior to departure.

Lodging Provisions

Students shall not share a room with the responsible party. Students shall only room with fellow students of the same

sex, and every student shall have his or her own bed. Students shall not change their room assignments without prior permission from the responsible party.

Daily Meeting

Students and responsible parties shall be required to meet as a group at least once each day during the period of travel. These meetings shall give the group an opportunity to touch base, address any issues, and communicate information. Students and responsible parties shall be expected to arrive to programs and events on time and attend all sessions. Attending optional activities shall be at the discretion of each individual.

Behavior and Safety

Behavior

Students must adhere to the *Student Code of Conduct*, applicable Board policies, and Collin College procedures. For more information, see the current *Student Code of Conduct* in this student handbook.

Responsible parties must adhere to the *Employee Standards of Conduct*, applicable Board policies, and Collin College procedures. To view the Board policies associated with employee standards of conduct, go to <https://pol.tasb.org/Policy/Search/304?filter=employee%20conduct>.

Students and responsible parties are considered to be on "college time" from the moment they arrive at the departure site until they return to the drop-off site at the end of the trip. College time is defined as the time spent traveling to and from the event, the time spent at the event, and all free time throughout the trip. The *Student Code of Conduct*, *Employee Standards of Conduct*, and all student travel-related policies and procedures apply while students and responsible parties are on college time.

Safety Considerations

If students feel comfortable doing so, they may want to consider sharing important medical information (e.g., medical conditions, prescription medications, etc.) with the responsible party. Additionally, students and responsible parties may want to consider wearing a medical ID bracelet, medical ID dog tag, and/or updating their medical information in the medical ID/emergency application on their cell phones.

Students and responsible parties should use good judgment and trust their instincts. If something feels wrong, it usually is. If a student has a concern, he or she should talk to the responsible party, hotel staff, security, etc. immediately.

Be careful about wearing nametags or other identifying information away from the event site. These documents notify criminals that students and responsible parties are visitors to the area, which could make them potential targets.

Stay together as a group or use the buddy system. Whether it is daytime or evening, it is best to travel in groups of at least three (3) people.

Make sure hotel room doors are always closed and locked. Do not leave doors open while getting ice or going to the vending machine.

Before answering the hotel room door, identify who is on the other side of it. If there's a peephole, use it. If a hotel staff member is at the door and assistance was not requested, contact the front desk or hotel security before allowing anyone to enter the room.

Students must obtain permission from the responsible party before going off-site for any reason.

Consuming alcohol is not permitted at any time during a Collin College-sponsored trip. Additionally, do not leave food or non-alcoholic drinks unattended and do not accept food or an open non-alcoholic drink from an unknown person.

In case of an emergency:

1. Follow the contact procedures established by the responsible party.
2. If there is an immediate physical or medical emergency, dial **911** first and report the emergency. If the responsible party is not present, students should notify him or her after reporting the incident to 911.

Weapons and Collin College Travel

Collin College prohibits the use, possession, or display of a firearm on Collin College property or at a Collin College-sponsored or Collin College-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.

Collin College prohibits the use, possession, or display of any location-restricted knife, club, or prohibited weapons, as defined by the *Texas Penal Code* and described in Board policies CHF (LEGAL) and CHF (LOCAL), on Collin College property or at a Collin College-sponsored or Collin College-related activity, unless written authorization is granted in advance by the College District president or designee.

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

Travel Exceptions

A student who needs to request an exception to these student travel procedures including, but not limited to, leaving a trip early, staying late, traveling in a different manner from the group, etc. must complete a Release of Liability via Alternative Transportation Form. The completed Release of Liability via Alternative Transportation Form must be submitted to the responsible party at least five (5) academic calendar days prior to the departure date. The responsible party shall submit the Release of Liability via Alternative Transportation Form through the appropriate approval pathway for consideration. The student shall be allowed a travel exception only if the Release of Liability via Alternative Transportation Form is approved by all signatories in the approval pathway.

Travel Commitment and Reimbursement

If Collin College is paying for a portion or all of a trip, every student participating in the trip shall complete the Travel Commitment and Reimbursement Agreement Form. The responsible party shall keep a copy of every student's Travel Commitment and Reimbursement Agreement Form in his or her possession throughout the duration of each trip. The original copy of every student's Travel Commitment and Reimbursement Agreement Form shall be on file with the appropriate custodian of records prior to departure.

If a student is unable to attend the trip and Collin College funds have been allocated or paid on his or her behalf, the student will be responsible for reimbursing Collin College the full amount within 30 College District business days. If refunds are available (e.g., conference registration fees, hotel fees, plane tickets, etc.), the student is responsible for requesting them. Neither Collin College nor any of its representatives will seek refunds on a student's behalf. A hold will be placed on the student's account and transcripts until he or she has reimbursed Collin College the full amount.

Questions

If students and/or responsible parties have questions regarding the student travel process, they should contact the appropriate administrator listed below.

For academic travel, contact the appropriate academic/workforce dean or designee.

For athletic travel, contact the director of athletics or designee.

For co-curricular, extra-curricular, intramural, and student organization travel, contact Student Engagement.

For Student Travel Training and Student Travel Training Liability Waiver and Acknowledgment Forms, contact the Dean of Students Office.

Student Use of Collin College Facilities

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20use%20of%20facilities>.

The grounds and facilities of Collin College shall be made available to students or registered student organizations when such use does not conflict with use by, or any of the policies and procedures of, Collin College. The requesting students or student organization shall pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board of Trustees (Board).

Requests

To request permission to meet on Collin College premises, interested students or registered student organizations shall submit a request through OrgSync with the Office of Student Engagement in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate they have read and understand the policies and rules governing use of Collin College facilities and will abide by those rules.

Approval

The assistant director of student engagement shall approve or reject the request in accordance with the provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall 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. See Board policy FI (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fj> and the *Solicitation on Campus* section in this student handbook;
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 assistant director of student engagement shall 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 shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations using Collin College facilities shall provide identification when requested to do so by a Collin College representative.

Violations

Failure to comply with the policy and procedures regarding student use of Collin College facilities shall result in appropriate administrative action, including but not limited to, suspension of a student's or a registered student organization's use of Collin College facilities and/or other disciplinary action in accordance with Collin College's discipline policies and procedures. See Board policies FM (LOCAL) and FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline> and the *Student Code of Conduct* section in this student handbook.

Appeals

Decisions made by the administration under this policy may be appealed in accordance with Board policy FLD (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fld>.

For information on distribution of literature, see Board policy FLA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fla>.

Study Skills Seminars

Developmental Education (DE) offers free Study Skills Seminars that teach students basic academic skills to increase college success. A schedule of these free seminars is published each semester, and copies are available in the Writing Centers at the Preston Ridge Campus (PRC) in Frisco or Spring Creek Campus (SCC) in Plano. For more information, contact khanvey@collin.edu or jhernandez@collin.edu.

Testing Centers and Assessment Services

Testing Centers are located at the Central Park Campus (CPC) in McKinney, Preston Ridge Campus (PRC) in Frisco, and Spring Creek Campus (SCC) in Plano. The Testing Centers offer the Texas Success Initiative (TSI) Assessment for course placement, higher level math assessment, credit by exam testing, limited instructional testing, ESL assessments, and proctoring of correspondence exams.

Collin College is an official testing site for American College Testing Program (ACT) and College Level Examination Program (CLEP) exams. Collin College codes for these tests are:

1. ACT (Central Park Campus in McKinney) 40460,
2. ACT (Spring Creek Campus in Plano) 42090, and
3. CLEP 2290.

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

1. A Collin College student ID card is required to take an instructional test.
2. No children, food, or drink will be allowed in the testing room.
3. No papers, books, book bags, or backpacks will be allowed in the testing room.
4. All electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the Collin College Testing Center. Any individual violating this procedure will have his or her test collected immediately and the incident will be referred to the Dean of Students Office.
5. Any individual not willing to comply with these procedures must make other arrangements for testing with his or her professor.

The last professor's test is issued one (1) hour before closing. During the academic year, the Testing Centers are scheduled to be open during the following hours*:

Monday - Thursday	8 a.m. - 9 p.m.
Friday	9 a.m. - 4 p.m.
Saturday	8 a.m. - 5 p.m.

*Hours may be adjusted between semesters and for some holidays. Any calendar deviations will be posted on the website www.collin.edu/studentresources/testing/.

For more information, contact the director of testing at 972.548.6773.

Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) Assessment is a program designed to determine if the student is ready for college-level course work in the general areas of reading, writing, and mathematics. The TSI mandates that all new students (unless otherwise exempt) entering Texas public colleges and universities be assessed in the basic skills of reading, writing, and mathematics. Based on assessment results, a student may either be enrolled in a college-level course that matches his or her skill level or placed in the appropriate developmental course or intervention to improve skills and prepare the student for success in college-level courses.

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 at www.collin.edu/preassessment/. 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 passing 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.

Exemptions

Students may seek exemption from TSI based on:

1. an ACT Composite score of 23 or higher (with individual Mathematics and English scores of no less than 19),
2. SAT administration after March 2016 with an Evidence-based Reading and Writing score of 480 or higher and a Math score of 530 or higher,
3. SAT administration prior to March 2016 with a combined SAT score of 1,070, Reading and Math only (with a minimum of 500 in Mathematics and Reading),

4. TAKS (11th grade or higher) with a minimum qualifying score of 2,200 Math and ENLA 2,200 with Writing sub-score of 3,
5. high school end-of-course STAAR with a minimum qualifying score of 4,000 in English III and 4,000 in Algebra II, or
6. documentation for a student who, on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States. The student must provide a copy of his or her DD214 to document this exemption.

Note: ACT, SAT, STAAR, and TAKS scores can be no more than five (5) years old.

Partial Exemptions

Students with an ACT Composite score of 23 (or higher) can be exempt from TSI Math with an ACT Math score of 19 (or higher) even if the ACT English score is less than 19. Students with an ACT Composite score of 23 or higher can be exempt from the TSI Reading and TSI Writing with an ACT English score of 19 (or higher) even if the ACT Math score is less than 19.

Students with an SAT administered after March 2016 can be exempt from TSI Reading and TSI Writing with an SAT Evidence-based Reading and Writing score of 480 or higher. Students with an SAT administered after March 2016 can be exempt from TSI Math with an SAT Math score of 530 or higher.

Students with an SAT administered prior to March 2016 with a combined Reading and Math score of 1,070 or higher can be exempt from TSI Math with an SAT Math score of 500 or higher even though the SAT Reading may be less than 500. Students with a combined SAT Reading and Math score of 1,070 or higher can be exempt from TSI Reading and TSI Writing with a score of 500 or higher even though the SAT Math may be less than 500.

Students with a TAKS Math score of 2,200 or higher can be exempt from TSI Math. Likewise, a TAKS ENLA score of 2,200 with a writing sample of 3 exempts a student from TSI Reading and Writing.

Students with a STAAR Algebra II score of 4,000 are exempt from TSI Math. Students with a STAAR English III score of 4,000 are exempt from TSI Reading and Writing.

New students will be required to furnish Collin College with necessary proof regarding TSI status.

Waivers

Students can be waived from TSI requirements if they:

1. are dual credit students with qualifying ACT Aspire or English II and/or Algebra I STAAR scores;
2. are pursuing a Level I workforce certificate of no more than 42 hours. To obtain this waiver, the student must contact the director of testing at 972.548.6773; or
3. are serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States, and have been serving for at least three (3) years preceding enrollment (documentation required).

TSI Assessment Cost and Schedule

The cost of the TSI Assessment is \$29.00. Any needed retest(s) will also cost \$29.00, whether that is for only one (1) part (e.g., reading) or the entire TSI Assessment. Information on testing times is available as part of the Pre-assessment Activity (PAA), on the Testing Referral Form, and on the Testing Center website located at <https://www.collin.edu/studentresources/testing/availabletesting/tsi.html>.

For more information, contact the director of testing at 972.548.6773 or smiller@collin.edu.

Additional Information

For specific current information about the PAA or TSI Assessment, contact the director of testing at 972.548.6773. All students must be assessed or provide proof of prerequisites prior to enrolling in certain courses. Developmental Education (DE) classes and tutorial assistance are available for students who need or want this support. Transfer students must provide documentation of TSI status. Documentation may be in the form of official TSI score reports or official transcripts.

THE ARTS gallery

The mission of *THE ARTS gallery* is to serve as a center for aesthetic exploration through the creative processes of fine arts faculty and students, professional artists, and arts organizations. By presenting quality, interdisciplinary art exhibitions and events, *THE ARTS gallery* enhances an understanding of the arts within the college and the community and enriches individual lives. *THE ARTS gallery* is located at the Spring Creek Campus (SCC) in Plano, Room A175.

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

Transcripts

Requests for official Collin College transcripts are made online through the Credentials Inc. website. Standard official Collin College transcript requests cost \$5.00 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 <https://www.credentials-inc.com/tplus/?ALUMTRO023614>.

Transfer Students on Academic Probation, Suspension, or Dismissal from Other Colleges

Transfer students on academic probation, suspension, or dismissal from other colleges will be admitted to Collin College on good academic standing. For more information, contact Academic Advising.

TransferU – Transfer Services

Transfer of Credit

The ultimate goal at Collin College is to produce educated and productive students who are knowledgeable in their chosen fields of study. As part of Collin College's commitment to transfer students, the college has partnered with various colleges and universities to establish transfer articulation agreements, special pre-admission agreements, and degree plans that provide students access to and linkages with their baccalaureate degree-granting institutions. Not only do these partnerships help students transition from Collin College to their chosen four-year institutions, they also foster a more confident and successful student. Transfer resources for students are located on Collin College's TransferU website at www.collin.edu/transferu/.

Common Course Numbering

To help meet the transfer needs of its students, Collin College is a member of the Texas Common Course Numbering System (TCCNS) Consortium. All Texas community/junior colleges and many Texas universities also use this numbering system.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis.

Students should not assume that only courses with common course numbers will transfer, and should consult a Collin College academic advisor for assistance.

Guarantee for Transfer Credit

Collin College guarantees the transferability of course credits to Texas colleges and/or universities that participate in the Guarantee for Transfer Credit program. The guarantee applies to students who have met the requirements for Collin College's Associate of Arts (AA), Associate of Science (AS),

or Associate of Arts in Teaching (AAT) degrees and students who have met the 60 credit hour transfer plan.

This guarantee is designed for the Collin College student who has made a firm decision about his or her major and the college or university to which the student plans to transfer, and who has followed a written transfer guide for that transfer institution.

If these courses are rejected, a student may take tuition-free alternate courses at Collin College that are deemed acceptable by the college or university to which the student wishes to transfer. Special conditions that apply to the guarantee program are available on request.

Resolution of Transfer Disputes

Collin College works closely with colleges and universities to make the transfer process as smooth as possible for courses transferred to Collin College from other institutions. Additionally, Collin College follows guidelines to resolve transfer disputes.

The Texas Higher Education Coordinating Board (THECB) has established procedures to be followed when transfer credit for lower division courses listed in the Academic Course Guide Manual (ACGM) is disputed. For more information, go to www.thecb.state.tx.us/index.cfm?objectid=7417FE20-171D-11E8-A6640050560100A9.

Procedures for Resolution of Transfer Disputes

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses.

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course is denied. The receiving institution will also give the reason(s) for denying credit for a particular course or set of courses at the request of the sending institution. The two (2) institutions and the student shall attempt to resolve the transfer of the course credit in accordance with board rule and/or guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the commissioner of higher education of the denial.

The commissioner of higher education or the commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institution(s).

Transfer at the Collin Higher Education Center (CHEC)

Collin College transfer students can take upper division undergraduate and graduate courses at the Collin Higher Education Center (CHEC) in McKinney. For more information, go to www.collin.edu/chec/ or call 972.599.3100.

Transfer Programs

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

Transfer information available online includes, but is not limited to:

1. course equivalencies for Collin College and other colleges and universities,
2. degree plans and transfer guides for many colleges and universities,
3. university and college pre-admission partnership information,
4. the State of Texas Common Application (Apply Texas),
5. transfer fairs with over 75 four-year institutions,
6. transfer workshops and handbook,
7. transfer scholarship information, and
8. transfer tips.

For more information, call 972.599.3121 or go to www.collin.edu/transferu/.

University and College Pre-admission Partnerships

Collin College has entered into special pre-admission partnerships with certain colleges and universities. These special partnerships provide Collin College students benefits that may include guaranteed tuition and access to college events. For more information, call 972.599.3121, go to www.collin.edu/transferu/, or see an academic advisor.

Tutoring

Online and group tutoring services are available at no charge to currently enrolled Collin College students on a first-come, first-serve basis. For more information, call 972.881.5898 or go to www.collin.edu/studentresources/tutoring/index.html.

Vending Machine Refunds

Allen Center and Off-campus Locations

Refund procedures at these locations vary. Contact the staff for more information.

On-campus Locations

Refunds for unsuccessful purchases are issued by the vendor. Each vending machine has an ePort attached. Press the HELP button on the touch screen, select the problem category, enter the requested information, and press submit.

A refund code will be sent to the student's phone. Once the refund code is received, press REDEEM on the ePort and enter the code. For more information or assistance, email service@vendpro.us.

Veterans Resource Centers (VRCs)

The Veterans Resource Centers (VRCs) connect veteran students with Collin College and community resources designed to ensure a smooth transition into college and foster academic success. Veterans are welcomed and encouraged to utilize the study areas and computer stations in the VRCs. Spending time in the VRCs also provides veteran students the opportunity to network with other individuals who have served. For more information, go to www.collin.edu/studentresources/veteransresources/; email vinc@collin.edu; or call 972.548.6767 (Central Park Campus in McKinney), 972.377.1020 (Preston Ridge Campus in Frisco), or 972.881.5774 (Spring Creek Campus in Plano).

Weapons on Campus

To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=weapons%20on%20campus>.

For more information regarding Campus Concealed Carry at Collin College, go to <https://www.collin.edu/aboutus/concealedcarry.html>.

Concealed Carry and Other General Provisions

The purpose of this policy is to implement *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 College District campuses.

Firearms

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 students, staff, and faculty of Collin College regarding the nature of the student population, specific safety considerations, and the uniqueness of Collin College, 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 licenses* from other states, the validity of which are recognized by the State of Texas, may carry a concealed handgun on or about his or her person on the property of Collin College. *Licenses are collectively referred to as LTC herein.
2. 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.
3. While on Collin College campuses it is the responsibility of the holder of the LTC to conceal the handgun so that it is not partially or wholly visible to another person.
4. While on a Collin College campus, a LTC holder who is in possession of a handgun must keep that handgun on or about his or her person or in a locked vehicle, as permitted by law.
5. Handguns may not be stored overnight on Collin College campuses, unless in a locked, privately owned or leased motor vehicle.
6. 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.
7. 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.
8. Individuals who do not possess a valid LTC are prohibited from possessing a handgun on Collin College campuses.
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.
10. Open carry of a handgun on a campus of Collin College is restricted to law enforcement officers

licensed by a state of the United States or a federal agency.

11. Students and employees of Collin College, with the exception of police officers employed by Collin College, shall 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).

Other Weapons

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, brass knuckles, clubs, 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:

1. child care facilities;
2. polling locations;
3. in the room or rooms where a meeting of a governmental entity is held, and if the meeting is an open meeting subject to *Chapter 551, Government Code*, and notice as required by that chapter is provided;
4. high-hazard laboratories and health science education facilities where the presence of high-hazard materials or operations creates a significant

risk of catastrophic harm due to a negligent discharge;

5. designated meeting room(s) at each campus in Student and Enrollment Services that can be used, as needed, for disciplinary meetings or counseling meetings;
6. facilities where professional, high school, college sporting, or interscholastic events are in progress;
7. locker and dressing rooms where individuals change clothes, including those at athletic, theatre, and health science education facilities; and
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.

These locations shall be appropriately identified by signage as specified under *Sections 30.06 and 30.07 of the Texas Penal Code*. 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 shall be subject to disciplinary action. For more information, see the *Student Code of Conduct* in this student handbook as well as Board policies DH (LOCAL), FM (LOCAL), and FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=disciplinary%20action>.

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 – Weekend College.

Collin College's Weekend College offers students alternatives for those unable to attend college during the traditional time frame. As soon as a student is admitted to Collin College, he or she is able to pursue any course offered at the student's convenience. Weekend College students are

held to the same academic performance standards as traditional students, and Weekend College course content matches the college's weekday offerings.

Weekend College provides the opportunity to complete the core curriculum for the Associate of Arts (AA), Associate of Arts in Teaching (AAT), or the Associate of Science (AS) degree on Friday evenings, Saturday mornings, Saturday afternoons, Sunday afternoons, or any combination without interrupting the work week. Courses during regular semesters are offered in express block and full 16-week sessions with flexible enrollment dates. During summer terms, Weekend College offers both five-week and 10-week sessions.

In addition to core courses, Weekend College offers a variety of non-core courses to complete program and certificate requirements. A full listing of courses offered is located on the Weekend College website.

For more information, contact the Weekend College Office at 972.881.5801, email weekendcollege@collin.edu, or go to www.collin.edu/academics/weekendcollege/.

Wellness Program

The Collin College Wellness Program is dedicated to helping students enjoy a healthier and more productive way of living. The goal is to provide programs and services that promote the idea and eventual practice of health responsibility. Free activity classes, wellness seminars, and fun competitions are promoted by the program. Participants will become more productive at school and work, and will essentially be happier people through the process of achieving a high level of wellness.

Before participating in any wellness activity, students must complete the Medical Release/Informed Consent Form located at http://inside.collin.edu/wellness/medhist_frm.pdf and return it to their instructor or Dr. Linda Muysson at lmuysson@collin.edu.

For more information, as well as a list of seminars and programs, log into CougarWeb (<https://cougarweb.collin.edu>) and then go to <http://inside.collin.edu/wellness/index.html>.

Withdrawal Policy

Texas Education Code 51.907 Course Drop Limit Provisions

Students who enroll as an entering freshman 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 51.907*.

Texas Education Code 51.907 states that students who enrolled for the first (1st) time during the Fall 2007 semester or any subsequent semester are subject to the course drop limit of six (6) course drops. This includes any course a transfer student has dropped at another institution. Collin College counts dropped courses starting in the Fall 2009 semester and forward.

Procedures to Withdraw from a Course(s)

Students may withdraw from a course(s) with a grade of "W" through the end of the eighth (8th) class week during a regular 16-week semester, through Tuesday of the third (3rd) week of classes in a short 5-week summer term, and through Thursday of the fifth (5th) week of classes in a long 10-week summer term. Withdrawals will appear on the student's official transcript, but have no effect on his or her 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 an academic advisor. 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 admissions area in the Student and Enrollment Services Office at any campus to withdraw. The withdrawal deadlines are listed in the *2018-2019 Academic Calendar* section in this student handbook and online at www.collin.edu/calendars.

Students may also withdraw from Collin College by mailing a written request for such action to the admissions area in the Student and Enrollment Services Office. The written request must include the student's signature, address, CWID number, date of birth, phone number(s), and the course name(s) and number(s). The date postmarked on the envelope will be the official withdrawal date.

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 his or her official transcript.

International students should contact the International Student Office (ISO) 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/Veterans Affairs Office prior to withdrawing from courses.

*Full-time status is 12 credit hours during the fall and spring semesters and six (6) credit hours in a summer session. Full-time status for mini-semester varies. International students are not required to enroll in summer sessions.

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

Writing Centers

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

Appointment schedules are available on each center's online appointment system, but walk-ins are welcome when consultants are available. Only currently enrolled students may schedule appointments, but community members may ask for walk-in sessions. Students who miss three (3) appointments without notifying the Writing Center in advance will face penalties.

The Online Writing Lab (OWL) provides two (2) separate online resources for students who seek writing help and are unable to visit any of the campus Writing Centers during operating hours. OWL tutors, like those on campus, are degreed professionals with experience helping students learn strategies for writing better compositions. An online appointment can be scheduled by accessing the online scheduling system at <https://collin.mywconline.com/> and choosing one (1) of two (2) schedules:

1. **DropBox**, a written feedback system with a 48-hour turnaround time,
-OR-
2. **VirtualMuse**, a real-time, online audio/video appointment system students can access from on or off campus.

Writing Center locations and hours of operation for fall and spring semesters are listed below. Hours will vary during mini-semester, summer semester, and times when classes are not in session. The Writing Centers also offer a variety of free writing workshops every semester that address common concerns of student writers. For more information, go to www.collin.edu/studentresources/writingcenter/index.html or contact the Writing Centers at 972.548.6857 (Central Park Campus in McKinney), 972.377.1576 (Preston Ridge

Campus in Frisco), or 972.881.5843 (Spring Creek Campus in Plano).

Central Park Campus (CPC) in McKinney, Room A104:

Monday - Thursday	9 a.m. - 8 p.m.
Friday	9 a.m. - 5 p.m.
Saturday	9 a.m. - 1 p.m.

Preston Ridge Campus (PRC) in Frisco, Room LH141:

Monday - Thursday	9 a.m. - 8 p.m.
Friday - Saturday	9 a.m. - 4 p.m.

Spring Creek Campus (SCC) in Plano, Room D203:

Monday - Thursday	8 a.m. - 8 p.m.
Friday - Saturday	8 a.m. - 5 p.m.

Section 2: Student Code of Conduct

Chapter 1: Application and Expectations

Application of the Student Code of Conduct

The *Student Code of Conduct* applies to a person who was a student, as defined in the *College Terminology* section of this student handbook, at the time he or she allegedly violated the *Student Code of Conduct*; Board policies; municipal, county, state, or federal laws (hereafter referred to as "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 transfers or withdraws while disciplinary action is pending.

Additionally, prospective students, as defined in the *College Terminology* section of this student handbook, may be subject to the provisions outlined in this *Student Code of Conduct* and/or referred to the Collin College Police Department depending on the nature and circumstances of the alleged misconduct.

Student Expectations

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

Students are expected to comply with the *Student Code of Conduct*, Board policies, laws, and Collin College procedures. 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 shall adhere to Collin College policies and municipal, county, state, and federal laws; and
2. they shall 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, and neither lose their rights nor escape the responsibilities of citizenship. Collin College may initiate the 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, local, state, and/or federal authority for the same act.

In the event any provision in 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 shall prevail.

Definitions of terminology used in the *Student Code of Conduct* can be found in the *College Terminology* section of this student handbook.

Chapter 2: Alcohol, Drugs, Smoking, Tobacco, and Electronic Smoking Devices Prohibited

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

Students seeking assistance or educational materials about alcohol, drugs, tobacco, or other substances should contact Counseling Services at 972.881.5126.

Alcohol

The use of intoxicating beverages shall 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 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/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 College District Foundation. State law shall be strictly enforced at all times on all property 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 shall 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 manufacturer's directions;
4. a dangerous drug as defined by state or federal law;
5. steroids;

6. substances referred to as designer drugs; and/or
7. any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs.

In addition, a student shall not inappropriately or illegally use over-the-counter medications, prescription medications, inhalants, herbal/natural euphorants, and/or look-alike products or anything represented to be one of these substances.

Paraphernalia

A student shall 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.

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.

Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action, as defined in the Collin College *Student Code of Conduct*.

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) shall be strictly prohibited anywhere on Collin College property or in Collin College facilities. A student who violates this policy may be issued a citation by the Collin College Police Department and may face legal fines. Violators of this policy are also subject to disciplinary action as defined in the *Student Code of Conduct*. A definition of electronic smoking devices is listed in the *College Terminology* section of this student handbook. For assistance with cessation, contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu.

Drug Testing

Student participation in certain academic and extra-curricular programs may require drug testing. The student may be

tested upon beginning participation in the identified programs and/or 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.

Chapter 3: Freedom from Discrimination, Harassment, and Retaliation

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

Allegations of discrimination, harassment, and retaliation against a Collin College student or prospective student will be handled by the Dean of Students Office, which may utilize the student disciplinary process. For more information, see the *Disciplinary Procedures* section in this *Student Code of Conduct*. To view the Board policies associated with the student disciplinary process, go to <https://pol.tasb.org/Policy/Search/304?filter=F>.

Statement of Nondiscrimination

Collin College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, national origin, disability, 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, religion, national origin, disability, age, or on any other basis prohibited by law that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal 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 of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Collin College prohibits retaliation by a student or a 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 of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Additionally, students may not harass, stalk, intimidate, interfere with, or coerce another individual to not report or participate in a disciplinary proceeding. 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 shall be subject to appropriate disciplinary action.

Prohibited Conduct

The term "prohibited conduct" includes discrimination, harassment, and retaliation, as defined by Board policy FFDB (LOCAL), even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

Any student who believes he or she has experienced prohibited conduct or believes another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee, as defined below.

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 shall immediately notify the appropriate Collin College official listed below and shall take any other steps required.

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall 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 report under the *Clergy Act*. For more information, see Board policy GCC (LEGAL) located at <https://pol.tasb.org/Policy/>

[Search/304?filter=gcc.](#)

Responsible Employee

A "responsible employee" is an employee:

1. who has authority to remedy prohibited conduct,
2. who has been given the duty of reporting incidents of prohibited conduct, and/or
3. whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

Collin College designates the following persons as responsible employees: any instructor, any administrator, or any Collin College official defined below.

Definition of Collin College Officials

Collin College officials are the ADA/Section 504 coordinator, Title IX coordinators and deputy Title IX coordinators, designated Leadership Team members, and the College District president.

Reports of discrimination based on a disability may be directed to the 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:

1. **ADA/Section 504 Coordinator for Students**
Dr. Linda Qualia
Associate Dean of Counseling and ACCESS
2800 E. Spring Creek Parkway
Plano, Texas 75074
Phone: 972.881.5779
Email: lqualia@collin.edu
2. **ADA/Section 504 Coordinator for Employees**
Floyd Nickerson
Vice President of Employee Engagement
3452 Spur 399
McKinney, TX 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

The College District president or designee shall serve as coordinator for purposes of Collin College compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

A student shall 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. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct should 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. For more information regarding reporting procedures, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu, or go to <https://pol.tasb.org/Policy/Search/304?filter=FFDB>. To file a Student Incident Report with the Dean of Students Office, go to <https://k1.caspio.com/dp.asp?AppKey=eaab3000114b800ca9d8443991b1>.

Students may contact the Collin College Police Department at 972.578.5555 to report a crime.

Students may contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu to schedule a confidential meeting with a Licensed Professional Counselor (LPC).

Investigation of the Report

Collin College may request, but shall not require, a written report. If a report is made orally, the Collin College official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Collin College official shall determine whether the allegations, if proven, would constitute prohibited conduct (i.e., discrimination, prohibited harassment, and/or retaliation). If so, the Collin College official shall immediately authorize or undertake an investigation, except as provided below in the subsection titled "Criminal Investigation."

If the Collin College official determines the allegations, if proven, would not constitute prohibited conduct (i.e., discrimination, prohibited harassment, and/or retaliation), the Collin College official shall refer the complaint for consideration under the appropriate complaint or disciplinary process.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, Collin College shall promptly take interim action calculated to address prohibited conduct (i.e., discrimination, prohibited harassment, and/or retaliation) 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 (3rd) party designated by Collin College, such as an attorney. The investigator shall 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 shall confer with the agency to determine if Collin College's investigation would impede the criminal or regulatory investigation. Collin College shall 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 shall 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 shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the Collin College official overseeing the investigation.

Notification of the Outcome

Collin College shall provide written notice of the outcome, within the extent permitted by the *Family Educational Rights and Privacy Act (FERPA)* or other applicable 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 prohibited conduct occurred, Collin College shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct, in accordance with Collin College policy and procedures. To view the Board policies associated with the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/Policy/Search/304?filter=F>.

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.

Collin College Action 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. To view the Board policies associated with the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/Policy/Search/304?filter=F>.

Confidentiality

To the greatest extent possible, Collin College shall 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 student who is dissatisfied with the outcome of the investigation may appeal beginning at the appropriate level. A student shall also be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with Collin College's records retention procedures. To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

Chapter 4: Freedom from Sex Discrimination, Sexual Harassment, Sexual Violence, and Retaliation

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

Allegations of sex discrimination, sexual harassment, sexual violence, and retaliation against a Collin College student or prospective student will be handled by the Dean of Students Office, which may utilize the student disciplinary process. For more information, see the *Disciplinary Procedures* section in this *Student Code of Conduct*. To view the Board policies

associated with the student disciplinary process, go to <https://pol.tasb.org/Policy/Search/304?filter=F>.

Statement of Nondiscrimination

Collin College prohibits discrimination, including harassment, against any student 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.

Sex Discrimination

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

Sexual Harassment by an Employee

Sexual harassment of a student by a Collin College employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. a Collin College employee causes the student to believe that the student must submit to the conduct in order to participate in a Collin College program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. the conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from Collin College's educational program.

Sexual Harassment by Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from Collin College's educational program.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence 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.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; dating violence; stalking; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Collin College's Definition of Consent to Sexual Activity

Sexual activity requires consent, which is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. The following guidelines will be used to determine whether consent was obtained:

1. Consent to sexual activity can be communicated in a variety of ways, but one should not presume consent has been given in the absence of a clear, positive agreement.
2. Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. The absence of the word "no" or the like (e.g., "stop") does not imply consent.
3. Although consent can be nonverbal, verbal communication is the most reliable form of asking for and obtaining consent. Discussing your desires, needs, and limitations with sexual partners provides a basis for positive sexual experiences shaped by mutual willingness and respect.
4. Presumptions based upon contextual factors (e.g., provocative clothing or dancing, etc.) are unwarranted, and should not be considered grounds for consent.
5. As defined in the *State of Texas Penal Code §22.011 Sexual Assault*, the age of sexual consent is 17. Therefore, consent cannot be obtained from someone who is under the age of 17, as that person is legally considered to be a minor.
6. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition (e.g., an intellectual or other disability). A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual violence.
7. Consent to some sexual acts does not constitute consent to other sexual acts.
8. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. If you proceed despite your partner's verbal and/or nonverbal communication to stop, you have committed sexual violence.
9. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does

not constitute consent.

10. A prior sexual encounter or pre-existing relationship does not indicate consent to current or future sexual activity.

Gender-based Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student'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, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from Collin College's educational program.

Examples of gender-based harassment directed against a student, regardless of the student'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.

Dating Violence

In accordance with the *Violence Against Women Reauthorization Act of 2013 (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 shall be determined based on a consideration of the following factors:

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

Domestic Violence

In accordance with the *Violence Against Women Reauthorization Act of 2013 (VAWA)*, the term "domestic violence" includes felony or misdemeanor crimes of violence committed "in a relationship by one partner to gain or maintain power and control over another intimate partner" (Office on Violence Against Women, United States Department of Justice, <https://www.justice.gov/ovw/domestic-violence>).

Examples of domestic violence may include abuse committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,

by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking

In accordance with the *Violence Against Women Reauthorization Act of 2013 (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 his or her safety or the safety of others, or suffer substantial emotional distress.

Retaliation

Collin College prohibits retaliation by a student or Collin College employee against a student alleged to have experienced sex discrimination, sexual harassment, sexual violence, and/or retaliation or another student who, in good faith, makes a report of sex discrimination, sexual harassment, sexual violence, and/or retaliation, serves as a witness, or otherwise participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Additionally, students may not harass, stalk, intimidate, interfere with, or coerce another individual to not report or participate in a disciplinary proceeding. 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 sex discrimination, sexual harassment, or sexual violence shall be subject to appropriate disciplinary action.

Prohibited Conduct

The term "prohibited conduct" includes sex discrimination, sexual harassment, sexual violence, and retaliation as defined by Board policy FFDA (LOCAL), even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

Any student who believes he or she has experienced prohibited conduct or believes another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

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 shall immediately notify the appropriate Collin College official listed below and shall take any other steps required.

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall 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 report under the *Clery Act*. For more information, see Board policy GCC (LEGAL) located at <https://pol.tasb.org/Policy/Search/304?filter=gcc>.

Responsible Employee

A "responsible employee" is an employee:

1. who has authority to remedy prohibited conduct,
2. who has been given the duty of reporting incidents of prohibited conduct, and/or
3. whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

Collin College designates the following persons as responsible employees: any instructor, any administrator, or any Collin College official defined below.

Definition of Collin College Officials

For the purpose of this policy, Collin College officials are the Title IX coordinators and the College District president.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinators. Collin College designates the following persons to coordinate its efforts to comply with *Title IX of the Education Amendments of 1972 (Title IX)*, as amended:

1. **Title IX Coordinator for Students**
Terrence Brennan
Dean of Students
3452 Spur 399
McKinney, TX 75069
Phone: 972.881.5734
Email: tbrennan@collin.edu

2. **Title IX Coordinator for Employees**

Floyd Nickerson
Vice President of Employee Engagement
3452 Spur 399
McKinney, Texas 75069
Phone: 972.599.3159
Email: fnickerson@collin.edu

3. **Deputy Title IX Coordinator for Employees**

Tonya Jacobson
Manager, HR/Employee Relations
3452 Spur 399
McKinney, Texas 75069
Phone: 972.758.3856
Email: tjacobson@collin.edu

The College District president or designee shall serve as coordinator for purposes of Collin College compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the College District president.

A report against the College District president may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct the investigation.

Timely Reporting

Reports of prohibited conduct should 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. For more information regarding reporting procedures, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu, or go to <https://pol.tasb.org/Policy/Code/304?filter=FFDA>. To file a Student Incident Report with the Dean of Students Office, go to <https://k1.caspio.com/dp/eaab300008e40c269e0846389ee0>.

In accordance with [Texas Senate Bill 968](#), Collin College students and employees can report prohibited conduct anonymously.

Students may contact the Collin College Police Department at 972.578.5555 to report a crime.

Students may contact Counseling Services at 972.881.5126 or personalcounseling@collin.edu to schedule a confidential meeting with a Licensed Professional Counselor (LPC).

Amnesty

In accordance with [Texas Senate Bill 969](#), Collin College will give amnesty to (i.e., not take any disciplinary action against) a student who reports, in good faith, that he or she was the victim of or a witness to an incident of sexual assault. 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 his or her own commission of sexual assault or assistance in the commission of sexual assault.

Victim's Rights and Options

Collin College's *Written Notification of Victim's Rights and Options* packet outlines steps a victim may want to take depending on the services he or she needs. The resources and options outlined in this document may be helpful as a victim decides the next steps that are best for him or her. For more information and to view Collin College's *Written Notification of Victim's Rights and Options*, go to www.collin.edu/studentresources/deanofstudents/pdf_documents/Victims%20Written%20Notification%20of%20Rights%20and%20Options.pdf.

Investigation of the Report

Collin College may request, but shall not require, a written report. If a report is made orally, the Collin College official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Collin College official shall determine whether the allegations, if proven, would constitute prohibited conduct (i.e., sex discrimination, sexual harassment, sexual violence, and/or retaliation). If so, the Collin College official shall immediately authorize or undertake an investigation, except as provided below in the subsection titled "Criminal Investigation."

If the Collin College official determines the allegations, if proven, would not constitute prohibited conduct (i.e., sex discrimination, sexual harassment, sexual violence, and/or retaliation), the Collin College official shall refer the complaint for consideration under the appropriate complaint or disciplinary process.

Interim Action

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, Collin College shall 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 (3rd) party designated by

Student Complaints Pursuant to Board Policy FFDA (LOCAL) Dating Violence, Domestic Violence, Sexual Harassment, Sexual Violence, and Stalking

Complaint process responsibilities are designated by color: **DOS Case Adjudicator** **Title IX Coordinator for Students or Designee**

Step 1: Receipt of Notice

- Notice of an incident is received through a Student Incident Report, SOBI Referral, police narrative, etc.
- The person receiving the notice requests the complainant submit a written complaint using the online student complaint system.
- If the complainant is unable or unwilling to submit a written complaint, the person receiving the notice reduces the complaint to writing using the online student complaint system.



Step 2: Determination to Proceed

- The Title IX coordinator for students or designee is notified of the complaint and determines whether the allegation(s), if proven, constitute prohibited conduct as defined by Board policy FFDA (LOCAL).
- If so, the Title IX coordinator for students or designee assigns a Dean of Students Office (DOS) case adjudicator to investigate the complaint.
- If the allegations should be addressed through another Collin College process, the Title IX coordinator for students or designee forwards the complaint to the appropriate party (e.g., employee complaint process, general student complaint process, grade appeals, etc.).



Step 3: Investigation

- The DOS case adjudicator initiates an investigation and meets separately with the complainant, respondent, and witnesses.
- If appropriate and approved by the Title IX coordinator for students or designee, the DOS case adjudicator imposes interim action, which may include but is not limited to: placing a hold on the respondent's records, issuing a temporary immediate suspension to the respondent, issuing a no contact directive to the complainant and/or respondent, changing the complainant and/or respondent's class schedule, etc.
- The DOS case adjudicator follows Collin College's student disciplinary and appeals processes, and conducts a prompt, fair, and impartial investigation and resolution.
- The DOS case adjudicator notifies both the complainant and respondent of their rights and options, including their rights to file a complaint with the United States Department of Education Office for Civil Rights (OCR).
- At the conclusion of the investigation, the DOS case adjudicator submits the investigation summary and recommended findings to the Title IX coordinator for students or designee for approval.
- See the current *Student Code of Conduct*, Board policies FM (LOCAL) and FMA (LOCAL), and the *Dean of Students Office Disciplinary Process Flowchart* for additional information.



Step 4: Approval of the Report

- The Title IX coordinator for students or designee reviews the DOS case adjudicator's report.
- Once the Title IX coordinator for students or designee confirms the investigation is complete, both the complainant and respondent are notified simultaneously in writing of the decision, any disciplinary penalties imposed, and both parties' rights to appeal by the date and time specified, in accordance with federal law.
- Disciplinary penalties imposed can range from a reprimand to expulsion.

Collin College, such as an attorney. The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant Collin College policy and procedures. The investigator shall conduct a prompt, fair, and impartial process from the initial investigation to the final result.

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. Both the complainant and student respondent may have an observer(s) present during any meetings with the investigator.

For more information on Collin College's investigation, see the Student Complaints Pursuant to Board Policy FFDA (LOCAL) Dating Violence, Domestic Violence, Sexual Harassment, Sexual Violence, and Stalking flowchart in this *Student Code of Conduct*.

Criminal Investigation

If a law enforcement or regulatory agency notifies Collin College that a criminal or regulatory investigation has been initiated, Collin College shall confer with the agency to determine if Collin College's investigation would impede the criminal or regulatory investigation. Collin College shall 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 shall 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 shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the Collin College official overseeing the investigation.

Notification of the Outcome

Collin College shall provide written notice of the outcome, within the extent permitted by the *Family Educational Rights and Privacy Act (FERPA)* or other applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any disciplinary proceedings conducted with the student respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim

is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

Collin College Action Prohibited Conduct

If the results of an investigation indicate prohibited conduct occurred, Collin College shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with Collin College policy and procedures. To view the Board policies associated with the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

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 sex discrimination, sexual harassment, sexual violence, and retaliation.

Exception

Collin College shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, Collin College shall be involved in an appropriate manner. Mediation shall not be used to resolve complaints of prohibited conduct.

Collin College Action 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. To view the Board policies associated with the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

Confidentiality

To the greatest extent possible, Collin College shall 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 student who is dissatisfied with the outcome of the investigation may appeal through the student disciplinary

appeals process. To view the Board policies associated with the student disciplinary appeals process, go to <https://pol.tasb.org/Policy/Code/304?filter=FMA>.

Collin College shall provide written notice of the outcome of any appeal(s), within the extent permitted by the *Family Educational Rights and Privacy Act (FERPA)* or other applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any appeal(s) conducted with the student respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

Records Retention

Retention of records shall be in accordance with Collin College's records retention procedures. To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

Chapter 5: Disruptive Behavior, Hazing, and Off-campus Conduct

Disruptive Behavior

Collin College prohibits any disruptive behavior that interferes with teaching, research, administration, discipline, functions (including public service functions), or other Collin College-sponsored activities.

Hazing

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

Hazing is prohibited at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus. The following information is taken from *Texas Education Code Chapter 37, Subchapter F and Section 51.936 of the Texas Higher Education Code*.

"Hazing" means any intentional, knowing, or reckless act occurring on or off Collin College campuses by one (1) person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. 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. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other 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. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance 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. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or Collin College rather than submit to acts described above; and/or
5. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the *Texas Penal Code* and/or other applicable law.

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; and/or
3. has first-hand knowledge of the planning of a specific hazing incident involving a student at Collin College or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students Office.

For the purpose 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.

An organization commits an offense if the organization:

1. condones or encourages hazing; or
2. if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

For the purpose of this policy, "organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

The Dean of Students Office shall publish or distribute annually a list of organizations, if any, that have been disciplined or convicted for hazing on or off campus during the previous three (3) years.

Off-campus Conduct

When a student is alleged to have violated the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures during a college-sponsored activity off campus, Collin College reserves the right to investigate and initiate disciplinary proceedings. Collin College may take action in situations occurring at off-campus, college-sponsored activities involving: student misconduct that demonstrates flagrant disregard for any other student or person; student behavior that threatens the health, safety, or property of any individual; and/or any other activity which adversely affects the Collin College community or the pursuit of Collin College's *Core Values*.

If the Dean of Students Office determines the conduct affects Collin College, as stated above, disciplinary proceedings may be initiated pursuant to the procedures listed in this *Student Code of Conduct*. The actions of the Dean of Students Office may be independent of any outside or local law enforcement authority.

Chapter 6: Student Code of Conduct Violations

Scholastic Dishonesty

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

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student or prospective student 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 shall include, but is not limited to, one (1) or more

of the following acts.

1. **Cheating** includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.
2. **Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.
3. **General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.
4. **Plagiarism** includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author's words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member shall delay posting a grade for the academic work in question

until the case is final. A student found responsible for a scholastic dishonesty offense(s) shall receive an appropriate disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member shall determine the appropriate academic penalty, which may range from a grade of zero (0) on the assignment to failing the course.

Other Offenses

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

Collin College may initiate disciplinary proceedings for a student 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. forging, altering, or misusing Collin College documents or records;
2. disrupting the orderly process of Collin College (e.g., classes, events, or meetings) or interfering with the lawful rights of others;
3. conducting himself or herself in a manner that interferes with Collin College teaching, research, administration, disciplinary procedures, or other activities and public service functions;
4. damaging, stealing, defacing, or destroying Collin College property; property belonging to a third (3rd) 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 (3rd) parties without permission;
6. knowingly giving false information in response to reasonable requests from Collin College officials;
7. assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at Collin College, on Collin College property, or at a Collin College-sponsored event;
8. violating the Collin College *Student Code of Conduct*; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking; guidelines for student events; registration of meetings and activities; use of Collin College facilities; or the time, place, and manner of public expression);
9. failing to comply with directions of Collin College officials and/or police acting in the performance of their duties;
10. failing to notify Collin College officials of a change in residency status or current address;
11. being convicted of an indictable offense under either municipal, county, state, or federal law that occurred on Collin College property or at an off-campus, Collin College-sponsored event;
12. attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of alcoholic beverages, illegal controlled substances (as defined in the *Texas Controlled Substances Act*), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphorants, look-alike products (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;
13. retaliating against another student, campus visitor, or staff or faculty member;
14. discriminating against, harassing, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment, and/or creating an intimidating, hostile, or offensive educational environment;
15. using, possessing, or displaying any location-restricted knife, club, or prohibited weapon, 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;
16. engaging in gang-related activity and/or organized criminal activity at any Collin College facility or grounds. Such actions shall subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution;
17. releasing restricted course call numbers to other students;
18. failing to secure, misusing, or sharing College Wide Identification (CWID) numbers, CougarMail email accounts, 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, sending chain letters, and the like), 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 shall 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 (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during class, 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 the Collin College Testing Center;
23. students shall demonstrate respect for the privacy rights of employees, other students, and visitors, shall comply with all regulations and laws regarding the protection of confidential information, and shall comply 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;
25. smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on all Collin College property; and/or
26. committing any other offense that violates Collin College's *Core Values* or that disrupts the educational processes of Collin College.

Chapter 7: Disciplinary Procedures

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

For more information on Collin College's disciplinary procedures, see the Dean of Students Office Disciplinary Process flowchart in this *Student Code of Conduct*.

Reports of Alleged Misconduct and Notifying the Student

To initiate disciplinary proceedings, alleged violations of the *Student Code of Conduct* shall be submitted in writing to the dean of students or designee by completing the Student Incident Report online at <https://k1.caspio.com/dp.asp?AppKey=eaab3000114b800ca9d8443991b1> within 10 College District business days of the alleged incident.

When a violation of the *Student Code of Conduct*, Board policies; Collin College procedures; and/or municipal, local, state, or federal laws or regulations is alleged, the dean of students or designee shall investigate the matter as necessary. If an allegation is deemed to be unfounded, the dean of students or designee shall dismiss the allegation and shall provide the student written notice that the allegation of misconduct was made against the student and the allegation was dismissed.

If, however, the dean of students or designee determines the allegation warrants further consideration, the dean of students or designee shall summon the student for a notification conference to be held within a reasonable time, not to exceed 10 College District business days, following receipt of the allegation of misconduct.

The communication shall describe the alleged violation(s), provide information regarding the purpose for the notification conference, and/or give additional instructions to the student. The communication shall be sent to the student through one (1) or more of the following methods:

1. a sealed letter sent through campus mail in care of one (1) of the student's professors for delivery at the end of class. The professor will be instructed to return the letter immediately after the class if the student is not in attendance;
2. a letter mailed to the student's address as listed with the admissions area in the Student and Enrollment Services Office. The student is responsible for keeping the admissions area in the Student and Enrollment Services Office apprised of his or her current home address; and/or
3. a written communication sent to the student's Collin College CougarMail email account and/or hand-delivered by the dean of students or designee. If the communication is hand-delivered, the dean of students or designee will document the date, time, and place of hand-delivery.

Disciplinary Files and Records

Collin College shall maintain for every student alleged or determined to have committed misconduct at Collin College a disciplinary record that shall reflect the charge(s), the disposition of the charge(s), the sanction(s) assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with Collin College's records retention schedule (i.e., three [3] years from the end of the academic calendar year of the most recent alleged incident). To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

Notification Conference

The notification conference shall be held within a reasonable time, not to exceed 10 College District business days, following receipt of the allegation of misconduct. At the notification conference, the dean of students or designee shall notify the student of the allegation(s) and provide the student an opportunity to respond.

The student may appear with an advisor, family member, or with legal counsel; 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 dean of students or designee no less than three (3) College District business days prior to the meeting in order for the dean of students or designee to also secure legal counsel.

During the notification conference, the dean of students or designee shall review the information in the *Student Code of Conduct* related to the case and the documentation obtained during the investigation. The purpose of the meeting is to hear and receive information and/or other evidence from the student.

Students have the right to make an audio recording of disciplinary proceedings. If the student intends to record any disciplinary meeting, the student shall inform the dean of students or designee prior to the start of the meeting. The student and Collin College may each request a copy of the other's audio recording. Any other recording, telephone, computer, digital media, telecommunication, and/or wearable device not previously approved by the dean of students or designee must be completely turned off (not in silent or vibrate mode) during any disciplinary meeting.

The dean of students or designee may proceed with the disciplinary process and determine an appropriate

disciplinary penalty or penalties if the student fails, without good cause, to comply with instructions in the notification letter or otherwise fails to attend a scheduled meeting.

Administrative Decision

Standard of Evidence

The dean of students or designee shall 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.

Unfounded Allegations

After conferring with the student, if the dean of students or designee determines the student did not commit a violation, the allegation(s) shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

Informal Administrative Decision

If the dean of students or designee determines addressing the allegation(s) informally is more appropriate, the student shall not be issued a disciplinary penalty or an academic penalty, if the violation is related to scholastic dishonesty. However, the dean of students or designee shall have the authority to assign behavioral directives to support compliance with the *Student Code of Conduct*. The student shall be required to comply with all directives specified in the administrative decision. In informal cases, a student shall be required to sign an acknowledgement form stating he or she will comply with the *Student Code of Conduct* for the remainder of his or her tenure with Collin College.

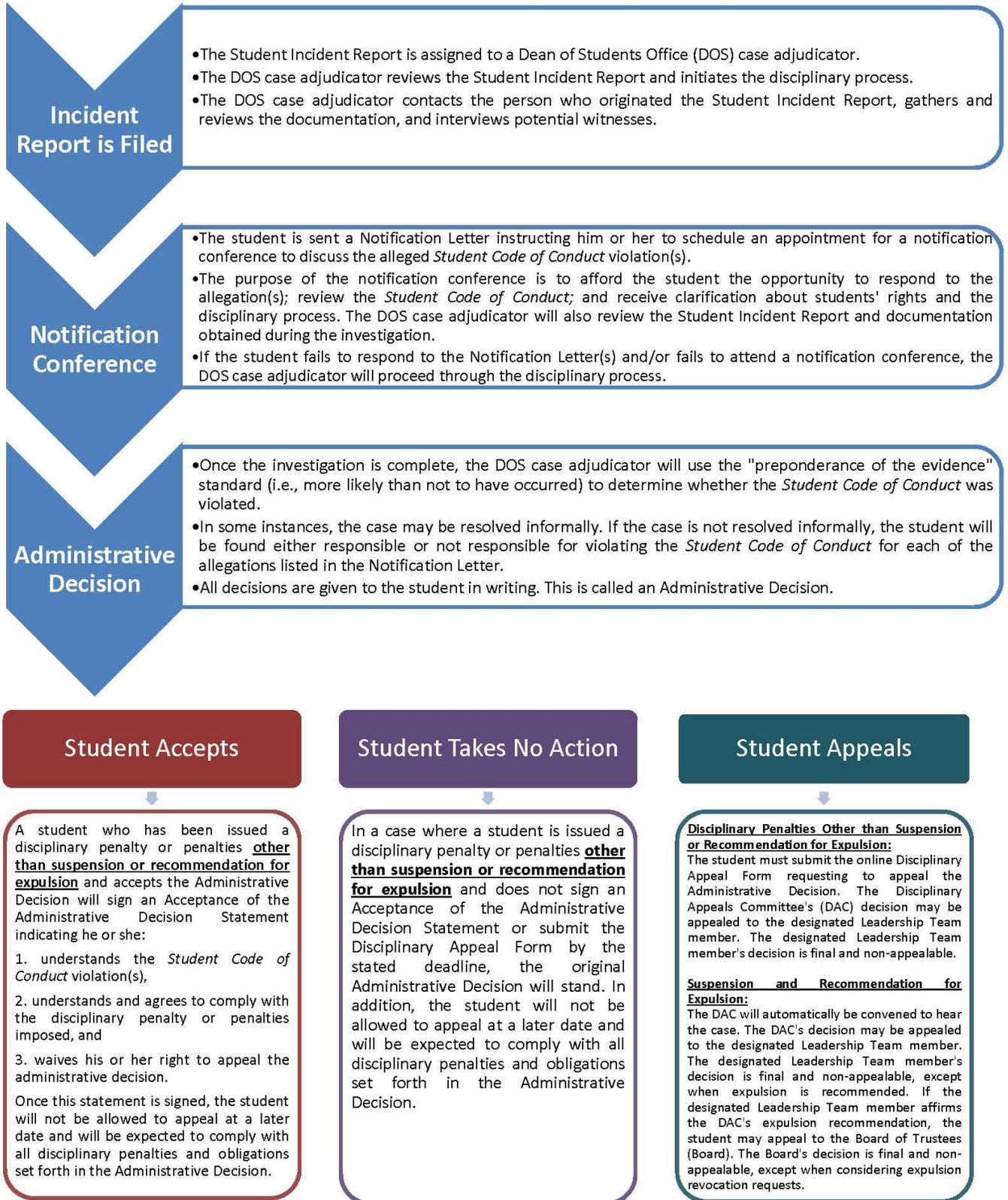
Misconduct Warranting a Disciplinary Penalty

If the dean of students or designee determines the student committed misconduct that warrants a penalty other than suspension or expulsion, the dean of students or designee shall provide the student written notice of the penalty or penalties and the student's right to appeal to the Disciplinary Appeals Committee (DAC).

If the student committed a scholastic dishonesty violation, as defined in the *Scholastic Dishonesty* section of 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 shall determine the appropriate academic penalty, which may range from a grade of zero (0) on the assignment to failing the course.

If the dean of students or designee determines the student committed misconduct that warrants a suspension, the dean of students or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the Disciplinary Appeals Committee (DAC). See the *Disciplinary Appeals* section of this *Student Code of Conduct* for more information.

Dean of Students Office Disciplinary Process Flowchart



If the dean of students or designee determines the student committed misconduct that warrants expulsion, the dean of students or designee shall inform the student in writing of the determination, and a hearing shall be scheduled for consideration by the Disciplinary Appeals Committee (DAC). See the *Disciplinary Appeals* section of this *Student Code of Conduct* for more information.

Acceptance of the Administrative Decision

A student who has been issued a disciplinary penalty or penalties other than suspension or recommendation for expulsion and accepts the administrative decision shall sign an *Acceptance of the Administrative Decision Statement* indicating he or she:

1. understands the *Student Code of Conduct* violation(s),
2. understands and agrees to comply with the disciplinary penalty or penalties imposed, and
3. waives his or her right to appeal the administrative decision.

This statement must be signed no later than 10 College District business days following the administrative decision. Once this statement is signed, the student shall not be allowed to appeal the administrative decision and/ or the disciplinary penalty or penalties imposed at a later date. Subsequently, the student shall be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

If the student appeals the administrative decision of the dean of students or designee, he or she must submit the Disciplinary Appeal Form located online at https://www.collin.edu/hr/studentcomplaints/DOSD_student_complaints.html on or before the 10th College District business day following the administrative decision.

If the student does not sign an administrative decision acceptance statement or submit the Disciplinary Appeal Form by the stated deadline, the original administrative decision issued by the dean of students or designee shall stand. In addition, since the student did not submit the Disciplinary Appeal Form within the designated time period, the student shall not be allowed to appeal at a later date. The student shall be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

Suspension and Recommendation for Expulsion

Students who have received an administrative decision of suspension for any period of time or recommendation for expulsion will not be permitted to sign an *Acceptance of the Administrative Decision Statement*, and the Disciplinary

Appeals Committee (DAC) will automatically be convened to hear the case in these instances. See the *Disciplinary Appeals* section of this *Student Code of Conduct* for more information.

Administrative Decisions Related to Crimes of Violence, Sex Discrimination, Sexual Harassment, Sex Offenses, Sexual Violence, and Retaliation

In accordance with federal laws, information about the dean of students or designee's decision regarding a student respondent will be disclosed in writing to the victim in cases involving crimes of violence, sex discrimination, sexual harassment, sex offenses, sexual violence, and retaliation. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

Chapter 8: Interim Disciplinary Action

To view the Board policies associated with this chapter, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

The dean of students or designee may take immediate disciplinary action, including, but not limited to, temporary immediate suspension pending resolution of the matter through the student disciplinary process, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment.

Classroom Dismissal by a Faculty Member

A faculty member shall have 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 dismissal shall not exceed one (1) class period. If the student's behavior is so disruptive it is believed he or she should be dismissed from more than one (1) class, the faculty member must submit a Student Incident Report to the Dean of Students Office and notify the appropriate academic associate dean.

No Contact Directive

If appropriate, the 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., physical contact, phone calls, text messages, emails, online postings, stalking, having anyone else initiate contact with the other party, etc.). The no contact directive will remain in effect until revoked or altered by the dean of students or designee.

Temporary Immediate Suspension

When the 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 dean of students or designee. If the student wants to meet during the grace period, the student should contact the Dean of Students Office for appointment availability.

If a student on temporary immediate suspension receives a favorable administrative decision or favorable appeal, and the case is final, the student may seek reinstatement into his or her course(s) and/or Collin College. Contact the Dean of Students Office at 972.881.5604 or dos@collin.edu for reinstatement procedures.

Chapter 9: Disciplinary Penalties

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

Penalties for Student Misconduct

A student shall be subject to discipline for violations of Collin College policies and procedures, including the rules outlining expectations for student conduct. If a student commits an infraction or engages in misconduct, Collin College may impose one (1) or more of the following penalties:

1. **Reprimand:** a verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. **Restitution:** reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. **Scholastic Penalties:** the assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty, including cheating, collusion, general scholastic dishonesty, and plagiarism, committed by a student. The instructor shall submit a written report of the incident and the planned action to the instructor's academic/workforce dean.
4. **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, specified community service, and/or completion of an Educational Project Experience (EPE). The 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 probation

may lead to suspension or expulsion.

5. **Suspension:** forced withdrawal from Collin College for either a definite period of time or until stated conditions have been met. Normally, suspension shall 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 disciplinary expulsion shall 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 shall 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 (i.e., the dean of students or designee) or administrative entity (i.e., Collin College's Board of Trustees).

Chapter 10: Appealing the Administrative Decision

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

Procedures to Submit an Appeal

A student who is issued a disciplinary penalty other than suspension or expulsion shall have the right to appeal the administrative decision made by the dean of students or designee as outlined in the *Acceptance of the Administrative Decision* section of this *Student Code of Conduct*. The student must submit the Disciplinary Appeal Form located online at https://www.collin.edu/hr/studentcomplaints/DOSD_studentcomplaints.html on or before the 10th College District business day following the administrative decision.

A student who has received an administrative decision of suspension for any period of time or recommendation for expulsion will not be permitted to sign an *Acceptance of the Administrative Decision Statement*. In these instances, the Disciplinary Appeals Committee (DAC) will automatically be convened to hear the case.

Concerns or complaints that are more appropriately addressed through another Collin College grievance process or policy, including, but not limited to, grade appeals, complaints under instructional programs, or core performance standards, shall not be addressed by the DAC.

Disciplinary Appeals Committee (DAC)

The Disciplinary Appeals Committee (DAC) shall be convened:

1. on request of a student appealing a penalty other than suspension or expulsion. The request must be filed in accordance with the procedures listed in the *Procedures to Submit an Appeal* section of this *Student Code of Conduct*, and/or
2. automatically, if the dean of students or designee determines that a student committed misconduct warranting suspension or expulsion.

The DAC shall be comprised of at least four (4) Collin College employees and a minimum of one (1) current Collin College student, when appropriate. The members of the DAC and the committee chairperson shall be designated according to procedures developed by the designated Leadership Team member. All members of the DAC shall be eligible to vote during the hearing. The DAC chairperson or an associate chairperson shall be assigned to oversee each appeal hearing.

DAC members assigned to each appeal shall review the documentation and other evidence provided by the dean of students or designee and the student.

DAC members shall determine by vote whether or not a student has violated the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures. All DAC members assigned to a given case are eligible to vote on the appeal. DAC decisions shall 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 shall determine whether the appropriate disciplinary penalty or penalties were imposed by the dean of students or designee and may adjust the disciplinary penalty or penalties, if warranted.

Evidence in Disciplinary Appeal Hearings

Evidence shall be handled in accordance with the following:

1. Legal rules of evidence do not apply; the DAC chairperson or associate chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
2. At the hearing, Collin College shall be required to prove by a preponderance of the evidence (i.e., more likely than not to have occurred) that the charges are true.
3. A student may not be compelled to testify.
4. The DAC shall determine if a violation has occurred and will assess an appropriate penalty or penalties

based solely on the evidence presented at the hearing.

Hearing Notice

The dean of students or designee shall notify the student by letter of the date, time, and place for the DAC hearing. Unless the student and the dean of students or designee otherwise agree, the DAC hearing shall 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 hearing or the dean of students or designee's determination that the student should be suspended or expelled. The notice shall:

1. direct the student to appear on the date and at the time and place specified;
2. advise the student of his or her rights to:
 - a. have a private hearing;
 - b. be assisted by an advisor or legal counsel at the hearing;
 - c. submit a list of potential witnesses, request copies of evidence in Collin College's possession, and offer evidence on his or her own behalf;
 - d. make an audio recording of the proceedings, after first notifying the dean of students or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing; and
 - e. ask questions of each witness who testifies against the student;
3. contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student;
4. contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges; and
5. state the proposed punishment or range of punishments that may be imposed.

The student shall provide to the dean of students or designee any documentation, a list of potential witnesses, and other relevant evidence to support his or her appeal by the specified deadline. All documentation from the dean of students or designee and the student shall be forwarded to the DAC for review prior to the hearing.

The DAC chairperson or associate chairperson shall have the authority to postpone the hearing for good cause as long

as all parties involved are notified by the dean of students or designee of the new hearing date, time, and place.

The DAC may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the DAC may proceed with the hearing in the student's absence.

DAC Hearing Procedures

All hearings shall be recorded by Collin College. The hearing shall proceed as follows:

1. The chairperson or associate chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The dean of students or designee shall present Collin College's case.
4. The student or representative shall present the student's defense.
5. The dean of students or designee shall present rebuttal evidence.
6. The DAC members may ask questions of witnesses testifying on behalf of the student or Collin College.
7. The dean of students or designee shall summarize and argue Collin College's case.
8. The student or representative shall summarize and argue his or her case.
9. The dean of students or designee shall have an opportunity for rebuttal argument.
10. The DAC members shall deliberate in closed session. The DAC members shall vote on the issue of whether or not the student violated Collin College policies and procedures, including the rules for student conduct.
11. If the DAC finds the student did commit misconduct, the DAC members shall determine whether the penalty assessed, or proposed in the case of suspension or expulsion, by the dean of students or designee is appropriate and, if necessary, shall assess a different or additional penalty.
12. The DAC chairperson or associate chairperson shall communicate the decision and any findings of facts in support of the DAC's decision to the dean of students or designee in writing within 10 College District business days of the hearing.

After the Hearing

The dean of students or designee shall notify the student in writing within 10 College District business days of the hearing of the DAC's decision and the disciplinary penalty or penalties imposed, if any. The notice shall include procedures for appealing the DAC's decision to the designated Leadership Team member.

In accordance with federal laws, information about the DAC's decision regarding a student respondent will be disclosed in writing to the victim in cases involving crimes of violence, sex discrimination, sexual harassment, sex offenses, sexual violence, and retaliation. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

Chapter 11: Appealing the Disciplinary Appeals Committee's (DAC's) Decision

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

Appeal to the Designated Leadership Team Member

A student may, within 10 College District business days of receiving notice of the Disciplinary Appeals Committee's (DAC's) decision, petition in writing the designated Leadership Team member to review the decision. The student must submit the Disciplinary Appeal Form located online at https://www.collin.edu/hr/studentcomplaints/DOSD_studentcomplaints.html. The student's petition shall state with particularity why the decision is believed to be incorrect.

After receiving notice of the appeal, the DAC chairperson or associate chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the designated Leadership Team member.

The designated Leadership Team member shall hold a conference within 10 College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The designated Leadership Team member may set reasonable time limits for the conference. The conference shall be audio recorded.

The designated Leadership Team member shall provide the student a written response, stating the basis of the decision, within 10 College District business days following the conference. In reaching a decision, the designated Leadership Team member may consider the evidence included in the student's petition, provided during the conference, and forwarded by the DAC chairperson or associate chairperson.

The designated Leadership Team member may act to affirm, modify, remand, or reverse the decision of the DAC. The designated Leadership Team member's decision is final and non-appealable except when expulsion is recommended by the dean of students or designee and/or the DAC.

In accordance with federal laws, information about the designated Leadership Team member's decision regarding a student respondent will be disclosed in writing to the victim in cases involving crimes of violence, sex discrimination, sexual harassment, sex offenses, sexual violence, and retaliation. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

Appealing Expulsion Recommendations to the Board of Trustees (Board)

If the designated Leadership Team member affirmed the DAC's expulsion recommendation, the student may appeal the decision to the Board of Trustees (Board). The appeal notice must be filed in writing within 10 College District business days after receipt of the written response from the designated Leadership Team member, or, if no response was received, within 10 College District business days of the response deadline. The student must submit the Disciplinary Appeal Form located online at https://www.collin.edu/hr/studentcomplaints/DOSD_studentcomplaints.html.

The designated Leadership Team member or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College District president or designee shall provide the Board the evidence presented to the designated Leadership Team member, as well as the audio recording of the designated Leadership Team member's conference with the student and the written response provided by the designated Leadership Team member to the student.

Collin College shall determine whether the appeal will be presented in open or closed meeting in accordance with the *Texas Open Meetings Act* and other applicable law. For more information, see Board policies BD (LEGAL) and BD (LOCAL) located online at <https://pol.tasb.org/Policy/Search/304?filter=bd>.

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the dean of students or designee, Disciplinary Appeals Committee (DAC), and/or the designated Leadership Team member's decision. The Board's decision is final and non-appealable, except when considering expulsion revocation requests. For more information, see the *Petition to Revoke Expulsion* section of this *Student Code of Conduct*.

In accordance with federal laws, information about the Board's decision regarding a student respondent will be disclosed in writing to the victim in cases involving crimes of violence, sex discrimination, sexual harassment, sex offenses, sexual violence, and retaliation. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

Chapter 12: Petition to Revoke Expulsion

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

Once five (5) calendar years from the date of the Board's decision has elapsed, the student may petition to revoke the expulsion. Contact the Dean of Students Office at 972.881.5604 or dos@collin.edu to request an Expulsion Revocation Form.

Chapter 13: Reinstatement Procedures

Favorable Administrative Decision or Appeal

The dean of students or designee will make reasonable efforts to reinstate a student who receives a favorable administrative decision or appeal.

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 of the case shall stand.

