

STUDENT HANDBOOK

2017-2018



Find Your Future at



COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

In accordance with federal and state law, Collin College prohibits discrimination, including the applicable harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class.

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 ACCESS (Accommodations at Collin College for Equal Support Services) Office, located at the Spring Creek Campus, at 972.881.5898 (Voice). Students with concerns about 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.

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 in 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 <http://pol.tasb.org/home/index/304>.

Accreditation Status

Collin County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Collin County Community College District.

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.



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Campus Phone Directory

Allen Center (AL)

General Information 972.377.1060

Central Park Campus (CPC)

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
Collin College Police Department..... 972.578.5555
Cooperative Work Experience:
Co-ops/Internships..... 972.377.1594
Counseling Services 972.548.6648
Dean of Student and Enrollment Services
(Admissions, Advising, Student Engagement,
Testing)..... 972.377.1750
Dean of Students (Student Conduct)..... 972.881.5604
Director, Academic Partnerships 972.985.3734
eCollin Support Center..... 972.881.5870
Financial Aid/Veterans Affairs..... 972.548.6760
Fitness Center 972.548.6891
Honors Institute 972.548.6897
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
Student Technical Support 24/7..... 972.377.1777
Testing Center 972.548.6849
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
eLearning 972.881.5870
Facilities Scheduling Coordinator 972.377.1743
Plant Operations 972.548.6690
Texas Success Initiative (TSI) Information..... 972.548.6773
Vice President/Provost Office..... 972.548.6800

Divisions

Academic Affairs 214.491.6270
Health Sciences and Emergency Services..... 972.548.6679
Nursing 972.548.6883

Collin Higher Education Center (CHEC)

Student Services

Associate Provost, Instruction 972.599.3121
Collin College Police Department..... 972.578.5555
Cougar News (Online College Newspaper) 972.758.3845
Dean of Students (Student Conduct) and
Title IX Coordinator for Students..... 972.881.5604
Director, Academic Partnerships 972.985.3734
Information Center 972.599.3100

Administrative Departments

Business Office 972.758.3820
Cashier's Office 972.758.3813
District President's Office..... 972.758.3800
Executive Vice President 972.758.3883
Foundation (Scholarships) 972.599.3145
Plant Operations 972.599.3155
Public Relations 972.758.3895
Senior Vice President
Acad. Workforce and Enroll. Services 972.758.3883
Senior Vice President of Org.
and System 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 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
Collin College Police Department 972.578.5555
Registration 972.985.3790

Administrative Departments

Cashier's Office 972.985.3724
Plant Operations 972.985.3777
Texas Success Initiative (TSI) Information..... 972.548.6773
Vice President Workforce
and Economic Development 972.985.3717

Divisions

Continuing Education..... 972.985.3750

Preston Ridge Campus (PRC)

Student Services

ACCESS.....	972.881.5950
Admissions.....	972.377.1710
Advising.....	972.377.1779
Bookstore.....	972.377.1680
Career Center.....	469.365.1904
Collin College Police Department.....	972.578.5555
Cooperative Work Experience:	
Co-ops/Internships.....	972.377.1594
Counseling Services.....	972.377.1781
Dean of Student and Enrollment Services (Admissions, Advising, Student Engagement, Testing).....	972.881.5902
Dean of Students (Student Conduct).....	972.881.5604
Director, Academic Partnerships.....	972.985.3734
eCollin Support Center.....	972.881.5870
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
Student Technical Support 24/7.....	972.377.1777
Testing Center.....	972.377.1522
Writing Center.....	972.377.1576

Administrative Departments

Cashier's Office.....	972.377.1638
eLearning.....	972.881.5870
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).....	972.377.1585
Instruction Office - University Hall (U111).....	972.377.1585
Plant Operations.....	972.377.1690
Texas Success Initiative (TSI) Information.....	972.548.6773
Vice President/Provost Office.....	972.377.1550

Divisions

Academic Affairs

Accounting, Anthropology, Business Administration, Criminal Justice, Economics, Geography, Government, History, Psychology, Sociology.	972.377.1032
Art, Dance, English, Foreign Languages, Humanities, Music, Philosophy, Photography, Speech Communications.....	972.377.1031

Biology, Chemistry, Environmental Science, Geology, Math, Physical Education, Physics/Physical Science.....	972.377.1725
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Academic Affairs/Workforce

Developmental Education, INRW, Business Management, Culinary/Pastry, Hospitality, Marketing, Office Systems Technology, Paralegal/Legal Assistant, Real Estate.....	972.377.1672
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Workforce

CADD, Interior Design, Computer Networking, CISCO Networking, Convergence Technology, Computer Systems, Cybersecurity/Information Systems, E-Business Development, Electronics Engineering Technology Program, Geospatial Information Systems.....	972.377.1029
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Rockwall Center (RW)

General Information.....	214.771.4573
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Spring Creek Campus (SCC)

Student Services

ACCESS.....	972.881.5898
ADA/Section 504 Coordinator.....	972.881.5779
Admissions.....	972.881.5710
Advising.....	972.881.5782
<i>THE ARTS gallery</i>	972.881.5873
Bookstore.....	972.881.5680
Career Center.....	972.881.5627
Center for Scholarly and Civic Engagement (CSCE).....	972.881.5927
Child Development Lab School.....	972.881.5945
Collin College Police Department.....	972.578.5555
Cooperative Work Experience:	
Co-ops/Internships.....	972.377.1594
Counseling Services.....	972.881.5126
Dean of Student and Enrollment Services (Admissions, Advising, Student Engagement, Testing).....	972.377.1595
Dean of Students (Student Conduct).....	972.881.5604
Director, Academic Partnerships.....	972.985.3734
eCollin Support Center.....	972.881.5870
Financial Aid/Veterans Affairs.....	972.881.5760
Fitness Center.....	972.881.5848
Food Services.....	972.881.5949
Honors Institute.....	972.516.5003
Information Center.....	972.881.5790
International Student Office.....	972.516.5012
Library.....	972.881.5860
Math Lab.....	972.881.5921
Maximizing Academic Progress Program (MAPP).....	972.881.5782
Service Learning.....	972.881.5927

Student Computer Lab	972.881.5966
Student and Enrollment Services	972.881.5627
Student Engagement	972.881.5788
Student Technical Support 24/7.....	972.377.1777
Testing Center	972.881.5922
Tutoring	972.881.5898
Wellness Center	972.881.5777
Writing Center	972.881.5843

Administrative Departments

Cashier's Office	972.881.5634
eLearning	972.881.5870
Facilities Scheduling Coordinator	972.881.5606
Instruction Office (B103)	972.516.5090
Instruction Office (K237).....	972.881.5759
Instruction Office (L215).....	972.881.5756
Plant Operations	972.881.5690
Texas Success Initiative (TSI) Information.....	972.548.6773
Vice President/Provost Office.....	972.881.5770

Divisions

Academic Affairs and Workforce

(Arts, Child Development, Commercial Music, Communication Design, Dance, Drama, Education, Music, Photography)	972.516.5068
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Academic Affairs

(Anthropology, Biology, Biotechnology, Chemistry, Environmental Science, Geography, Geology, Math, Physical Education, Physics, Psychology, Sociology)	972.881.5880
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Academic Affairs

(Accounting, Business Administration, Economics, English, History, Humanities, Philosophy, Political Science)	972.881.5810
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Academic Affairs

(Communication, Developmental Math, ESL, Foreign Language, INRW, Interpreter/Deaf, Speech).....	972.881.5720
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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 Advisor: As a member of the Collin College staff, academic advisors assist students with information on various academic and workforce programs, Collin College procedures and services, degree requirements, and college transfer.

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

Academic Progress: Indicates that 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 after original 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.

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.

Advising: A process in which a student interacts with a Collin College academic advisor to make decisions, solve problems, and develop long-term plans related to the student's academic goals.

Allen Center (AL): The Collin College campus located within Allen High School.

Anthony Peterson Centers for Academic Assistance: The 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 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 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 administrator or an employee designated by a college administrator to perform a specific function or task.

Blended Courses: Courses that require some on-campus time and offer the flexibility to incorporate distance learning with on-site instructional activities.

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.

Catalog: The document containing course descriptions, certificate and associate degree requirements, and general information about Collin College.

Census Date: The 12th class day in a regular 16-week semester, or the fourth 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 just across the street from Collin College's Spring Creek Campus (SCC) that provides a "student only" living environment.

CHEC: Abbreviation for Collin Higher Education Center.

Class/Contact Hour: Number of hours the student is in contact with professor(s), which is defined by the Texas Higher Education Coordinating Board as 50 minutes = 1 hour.

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

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

College District Business Days: College District business days do not include college recognized holidays or days when the college is officially closed.

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 by the Admissions and Records Office. 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, knowledge, and attitudes that form the basis for the 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.

College Terminology

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: A flexible program 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 or 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, Associate of Science, Associate of Arts in Teaching, or Associate of Applied Science degree.

Co-requisite: Refers to courses that must be taken simultaneously during the same semester.

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 Central Park Campus.

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 Courtyard Center.

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 college catalog.

Developmental Education: Developmental education 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. Courses are offered in math, integrated reading and writing, English as a Second Language (ESL), and college success.

Disciplinary Appeals Committee (DAC): A group appointed by the designated Leadership Team member as a 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.

District President: The chief executive officer of Collin College.

Drop: Dropping one (1) or more Collin College courses while remaining enrolled in at least one (1) course before the college census date.

Earned Hours: The number of credit hours a student successfully completes during a given semester are considered earned hours. This includes college-level, developmental, non-traditional, and transfer coursework.

Electives: Courses that do not necessarily count toward a major but are required for most college degrees. Consult with 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).

College Terminology

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

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

Full time: A student enrolled for 12 credit hours or more in a 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.

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.

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.

Hybrid Courses: Courses that are a combination of on-site and online delivery.

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.

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.

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.

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

Overload: Students are normally permitted to enroll in up to 18 credit hours during a given 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 for 11 credit hours or less in a 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. 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, the writer "patches" together or rearranges direct quotes, pieces of information, phrases, and/or the original author's ideas to make the information appear as if it is his or her own. The student's work is considered plagiarized even if he or she credits the source.

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

PRC: Abbreviation for Preston Ridge Campus.

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.

Quality Hours: College-level credit hours a student completes at Collin College, excluding developmental, 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.

Registration Guide: A guide with information on registration procedures, tuition and fees, pertinent dates, student services, and other important information. The *Registration Guide* is available at the Info Desk or online at www.collin.edu.

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 Rockwall Center.

College Terminology

SCC: Abbreviation for Spring Creek Campus.

Schedule of Classes: An online listing of courses offered at Collin College is available through the e-schedule www.collin.edu/academics/class_schedule.html. Admitted students can view the schedule, register, and pay tuition through the college's portal, CougarWeb, <http://cougarweb.collin.edu/>.

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

Semester: A term denoting the length of time a student is enrolled in a specific course.

Semester Hour: A unit of measurement for college work equivalent to one (1) hour of class work. A three-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 vary from the regular 16-week semester. Typically, a session is shorter than a regular semester.

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

Student: The following individuals will be considered Collin College students: prospective students; re-admitting students; students who are eligible to enroll in classes; and current students enrolled in credit classes, Continuing Education classes, noncredit classes, or seminars 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 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. Consult with an academic advisor on transfer courses.

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

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

Collin College 2017-2018 Academic Calendar

FALL 2017

August 18	All College Day (All Campuses Closed)
August 28	Fall Classes Begin
September 4	Labor Day Holiday (All Campuses Closed)
September 11	Fall Census Date
September 22	Plano Balloon Festival (Spring Creek Campus Closes @ 3 p.m.)
September 23-24	Plano Balloon Festival (Spring Creek Campus Closed)
October 20	Fall Last Day to Withdraw
November 22-26	Thanksgiving Holiday (All Campuses Closed)
December 11-17	Fall Final Exam Week
December 18	Three-Week Dec./Jan. (Wintermester) Classes Begin
December 19	Three-Week Dec./Jan. (Wintermester) Census Date
December 22	Three-Week Dec./Jan. (Wintermester) Last Day to Withdraw
December 18-22	Three-Week Dec./Jan. (Wintermester) Classes Meet
December 23- January 2	Winter Break (All Campuses Closed)

SPRING 2018

January 3	Three-Week Dec./Jan. (Wintermester) Classes Resume
January 10	Three-Week Dec./Jan. (Wintermester) Final Exams
January 15	MLK Holiday (All Campuses Closed)
January 16	Spring Classes Begin
January 29	Spring Census Date
March 9	Spring Last Day to Withdraw
March 12-15	Spring Break (No Classes)
March 16-18	Spring Break (All Campuses Closed)
March 30- April 1	Spring Holiday (All Campuses Closed)
May 7-13	Spring Final Exam Week
May 11	Collin College 2017-2018 Commencement @ 7 p.m.

SUMMER 2018

May 14	Three-Week May (Maymester) Classes Begin
May 15	Three-Week May (Maymester) Census Date
May 18	Three-Week May (Maymester) Last Day to Withdraw
May 28	Memorial Day Holiday (All Campuses Closed)
May 29	Three-Week May (Maymester) Final Exams
June 4	Five-Week June (Summer I) and Ten-Week (Summer III) Classes Begin
June 7	Five-Week June (Summer I) Census Date
June 12	Ten-Week June (Summer III) Census Date
June 19	Five-Week June (Summer I) Last Day to Withdraw
July 4	Independence Day Holiday (All Campuses Closed)
July 5	Ten-Week June (Summer III) Last Day to Withdraw
July 6	July 4th Make-Up Day for Summer Five and Ten Week (MW) Terms
July 6	Five-Week June (Summer I) Final Exams
July 9	Five-Week July (Summer II) Classes Begin
July 12	Five-Week July (Summer II) Census Date
July 24	Five-Week July (Summer II) Last Day to Withdraw
August 8-9	Ten-Week June (Summer III) Final Exams
August 9	Five-Week July (Summer II) Final Exams

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 31-Aug. 6, 2017

31 Monday

1 Tuesday

2 Wednesday

3 Thursday

4 Friday

5 Saturday

6 Sunday

Aug. 7-Aug. 13, 2017

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

13 Sunday

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 14-Aug. 20, 2017

Aug. 21-Aug. 27, 2017

14 Monday

21 Monday

15 Tuesday

22 Tuesday

16 Wednesday

23 Wednesday

17 Thursday

24 Thursday

18 Friday

25 Friday

All College Day (All Campuses Closed)

19 Saturday

26 Saturday

20 Sunday

27 Sunday

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Aug. 28-Sept. 3, 2017

Sept. 4-Sept. 10, 2017

28 Monday

4 Monday

Fall Classes Begin

Labor Day Holiday (All Campuses Closed)

29 Tuesday

5 Tuesday

30 Wednesday

6 Wednesday

31 Thursday

7 Thursday

1 Friday

8 Friday

2 Saturday

9 Saturday

3 Sunday

10 Sunday

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 11-Sept. 17, 2017

11 Monday

Fall Census Date

Sept. 18-Sept. 24, 2017

18 Monday

12 Tuesday

19 Tuesday

13 Wednesday

20 Wednesday

14 Thursday

21 Thursday

15 Friday

22 Friday

Plano Balloon Festival (Spring Creek Campus Closes @ 3 p.m.)

16 Saturday

23 Saturday

Plano Balloon Festival (Spring Creek Campus Closed)

17 Sunday

24 Sunday

Plano Balloon Festival (Spring Creek Campus Closed)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sept. 25-Oct.1, 2017

Oct. 2-Oct. 8, 2017

25 Monday

2 Monday

26 Tuesday

3 Tuesday

27 Wednesday

4 Wednesday

28 Thursday

5 Thursday

29 Friday

6 Friday

30 Saturday

7 Saturday

1 Sunday

8 Sunday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 9-Oct. 15, 2017

9 Monday

10 Tuesday

11 Wednesday

12 Thursday

13 Friday

14 Saturday

15 Sunday

Oct. 16-Oct. 22, 2017

16 Monday

17 Tuesday

18 Wednesday

19 Thursday

20 Friday

Fall Last Day to Withdraw

21 Saturday

22 Sunday

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct. 23-Oct. 29, 2017

Oct. 30-Nov. 5, 2017

23 Monday

30 Monday

24 Tuesday

31 Tuesday

25 Wednesday

1 Wednesday

26 Thursday

2 Thursday

27 Friday

3 Friday

28 Saturday

4 Saturday

29 Sunday

5 Sunday

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov. 6-Nov. 12, 2017

6 Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

11 Saturday

12 Sunday

Nov. 13-Nov. 19, 2017

13 Monday

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

18 Saturday

19 Sunday

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov. 20-Nov. 26, 2017

Nov. 27-Dec. 3, 2017

20 Monday

27 Monday

21 Tuesday

28 Tuesday

22 Wednesday

29 Wednesday

Thanksgiving Holiday (All Campuses Closed)

23 Thursday

30 Thursday

Thanksgiving Holiday (All Campuses Closed)

24 Friday

1 Friday

Thanksgiving Holiday (All Campuses Closed)

25 Saturday

2 Saturday

Thanksgiving Holiday (All Campuses Closed)

26 Sunday

3 Sunday

Thanksgiving Holiday (All Campuses Closed)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 4-Dec. 10, 2017

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

Dec. 11-Dec. 17, 2017

11 Monday

Fall Final Exam Week

12 Tuesday

Fall Final Exam Week

13 Wednesday

Fall Final Exam Week

14 Thursday

Fall Final Exam Week

15 Friday

Fall Final Exam Week

16 Saturday

Fall Final Exam Week

17 Sunday

Fall Final Exam Week

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 18-Dec. 24, 2017

18 Monday

Three-Week Dec./Jan. (Wintermester) Classes Begin
 Three-Week Dec./Jan. (Wintermester) Classes Meet

19 Tuesday

Three-Week Dec./Jan. (Wintermester) Classes Begin
 Three-Week Dec./Jan. (Wintermester) Classes Meet

20 Wednesday

Three-Week Dec./Jan. (Wintermester) Classes Meet

21 Thursday

Three-Week Dec./Jan. (Wintermester) Classes Meet

22 Friday

Three-Week Dec./Jan. (Wintermester) Last Day to Withdraw
 Three-Week Dec./Jan. (Wintermester) Classes Meet

23 Saturday

Winter Break (All Campuses Closed)

24 Sunday

Winter Break (All Campuses Closed)

Dec. 25-Dec. 31, 2017

25 Monday

Winter Break (All Campuses Closed)

26 Tuesday

Winter Break (All Campuses Closed)

27 Wednesday

Winter Break (All Campuses Closed)

28 Thursday

Winter Break (All Campuses Closed)

29 Friday

Winter Break (All Campuses Closed)

30 Saturday

Winter Break (All Campuses Closed)

31 Sunday

Winter Break (All Campuses Closed)

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 1-Jan. 7, 2018

1 Monday

Winter Break (All Campuses Closed)

2 Tuesday

Winter Break (All Campuses Closed)

3 Wednesday

Three-Week Dec./Jan. (Wintermester) Classes Resume

4 Thursday

5 Friday

6 Saturday

7 Sunday

Jan. 8-Jan. 14, 2018

8 Monday

9 Tuesday

10 Wednesday

Three-Week Dec./Jan. (Wintermester) Final Exams

11 Thursday

12 Friday

3 Saturday

14 Sunday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 15-Jan. 21, 2018

15 Monday

MLK Holiday (All Campuses Closed)

16 Tuesday

Spring Classes Begin

17 Wednesday

18 Thursday

19 Friday

20 Saturday

21 Sunday

Jan. 22-Jan. 28, 2018

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

26 Friday

27 Saturday

28 Sunday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	0		

Jan. 29-Feb. 4, 2018

Feb. 5-Feb. 11, 2018

29 Monday

5 Monday

Spring Census Date

30 Tuesday

6 Tuesday

31 Wednesday

7 Wednesday

1 Thursday

8 Thursday

2 Friday

9 Friday

3 Saturday

10 Saturday

4 Sunday

11 Sunday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	0		

Feb. 12-Feb. 18, 2018

12 Monday

13 Tuesday

14 Wednesday

15 Thursday

16 Friday

17 Saturday

18 Sunday

Feb. 19-Feb. 25, 2018

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

23 Friday

24 Saturday

25 Sunday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb. 26-Mar. 4, 2018

Mar. 5-Mar. 11, 2018

26 Monday

5 Monday

27 Tuesday

6 Tuesday

28 Wednesday

7 Wednesday

1 Thursday

8 Thursday

2 Friday

9 Friday

Spring Last Day to Withdraw

3 Saturday

10 Saturday

4 Sunday

11 Sunday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mar. 12-Mar. 18, 2018

12 Monday

Spring Break (No Classes)

13 Tuesday

Spring Break (No Classes)

14 Wednesday

Spring Break (No Classes)

15 Thursday

Spring Break (No Classes)

16 Friday

Spring Break (All Campuses Closed)

17 Saturday

Spring Break (All Campuses Closed)

18 Sunday

Spring Break (All Campuses Closed)

Mar. 19-Mar. 25, 2018

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

23 Friday

24 Saturday

25 Sunday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mar. 26-Apr. 1, 2018

Apr. 2-Apr. 8, 2018

26 Monday

2 Monday

27 Tuesday

3 Tuesday

28 Wednesday

4 Wednesday

29 Thursday

5 Thursday

30 Friday

6 Friday

Spring Holiday (All Campuses Closed)

31 Saturday

7 Saturday

Spring Holiday (All Campuses Closed)

1 Sunday

8 Sunday

Spring Holiday (All Campuses Closed)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr. 9-Apr. 15, 2018

9 Monday

10 Tuesday

11 Wednesday

12 Thursday

13 Friday

14 Saturday

15 Sunday

Apr. 16-Apr. 22, 2018

16 Monday

17 Tuesday

18 Wednesday

19 Thursday

20 Friday

21 Saturday

22 Sunday

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Apr. 23-Apr. 29, 2018

23 Monday

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

28 Saturday

29 Sunday

Apr. 30-May 6, 2018

30 Monday

1 Tuesday

2 Wednesday

3 Thursday

4 Friday

5 Saturday

6 Sunday

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 7-May 13, 2018

7 **Monday**

Spring Final Exam Week

8 **Tuesday**

Spring Final Exam Week

9 **Wednesday**

Spring Final Exam Week

10 **Thursday**

Spring Final Exam Week

11 **Friday**

Collin College 2017-2018 Commencement @ 7 p.m.
Spring Final Exam Week

12 **Saturday**

Spring Final Exam Week

13 **Sunday**

Spring Final Exam Week

May 14-May 20, 2018

14 **Monday**

Three-Week May (Maymester) Classes Begin

15 **Tuesday**

Three-Week May (Maymester) Census Date

16 **Wednesday**

17 **Thursday**

18 **Friday**

Three-Week May (Maymester) Last Day to Withdraw

19 **Saturday**

20 **Sunday**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 21-May 27, 2018

21 Monday

22 Tuesday

23 Wednesday

24 Thursday

25 Friday

26 Saturday

27 Sunday

May 28-June 3, 2018

28 Monday

Memorial Day Holiday (All Campuses Closed)

29 Tuesday

Three-Week May (Maymester) Final Exams

30 Wednesday

31 Thursday

1 Friday

2 Saturday

3 Sunday

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 4-June 10, 2018

4 Monday

Five-Week June (Summer I) and
Ten-Week June (Summer III) Classes Begin

5 Tuesday

6 Wednesday

7 Thursday

Five-Week June (Summer I) Census Date

8 Friday

9 Saturday

10 Sunday

June 11-June 17, 2018

11 Monday

12 Tuesday

Ten-Week June (Summer III) Census Date

13 Wednesday

14 Thursday

15 Friday

16 Saturday

17 Sunday

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 18-June 24, 2018

18 Monday

19 Tuesday

Five-Week June (Summer I) Last Day to Withdraw

20 Wednesday

21 Thursday

22 Friday

23 Saturday

24 Sunday

June 25-July 1, 2018

25 Monday

26 Tuesday

27 Wednesday

28 Thursday

29 Friday

30 Saturday

1 Sunday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 2-July 8, 2018

2 Monday

3 Tuesday

4 Wednesday

Independence Day Holiday (All Campuses Closed)

5 Thursday

Ten-Week June (Summer III) Last Day to Withdraw

6 Friday

July 4th Make-Up Day for Summer Five and Ten-Week (MW) Terms
Five-Week June (Summer I) Final Exams

7 Saturday

8 Sunday

July 9-July 15, 2018

9 Monday

Five-Week July (Summer II) Classes Begin

10 Tuesday

11 Wednesday

12 Thursday

Five-Week July (Summer II) Census Date

13 Friday

14 Saturday

15 Sunday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 16-July 22, 2018

16 Monday

17 Tuesday

18 Wednesday

19 Thursday

20 Friday

21 Saturday

22 Sunday

July 23-July 29, 2018

23 Monday

24 Tuesday

Five-Week July (Summer II) Last Day to Withdraw

25 Wednesday

26 Thursday

27 Friday

28 Saturday

29 Sunday

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 30-Aug. 5, 2018

Aug. 6-Aug. 12, 2018

30 Monday

6 Monday

31 Tuesday

7 Tuesday

1 Wednesday

8 Wednesday

Ten-Week June (Summer III) Final Exams

2 Thursday

9 Thursday

Five-Week July (Summer II) Final Exams
Ten-Week June (Summer III) Final Exams

3 Friday

10 Friday

4 Saturday

11 Saturday

5 Sunday

12 Sunday

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug. 13-Aug. 19, 2018

Aug. 20-Aug. 26, 2018

13 Monday

20 Monday

14 Tuesday

21 Tuesday

15 Wednesday

22 Wednesday

16 Thursday

23 Thursday

17 Friday

24 Friday

18 Saturday

25 Saturday

19 Sunday

26 Sunday

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Aug. 27-Sept. 2, 2018

Sept. 3-Sept. 9, 2018

27 Monday

3 Monday

28 Tuesday

4 Tuesday

29 Wednesday

5 Wednesday

30 Thursday

6 Thursday

31 Friday

7 Friday

1 Saturday

8 Saturday

2 Sunday

9 Sunday

Student Services

5.1 Academic Advising

Academic Advising is dedicated primarily to assisting students in defining and achieving their academic goals. This 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 contact an academic advisor located within Student and Enrollment Services on their campus. Successfully achieving academic goals requires active and timely participation from both students and academic advisors. Therefore, students are strongly encouraged to meet with an academic advisor each semester to evaluate their progress and pre-plan their next registration. The student's responsibilities for academic advising include:

- read and respond to your CougarMail,
- maintain regular contact with your academic advisor and academic planning coach during each semester,
- be an active learner by participating fully in the academic advising experience,
- keep a personal record of your progress toward meeting your academic goals,
- clarify goals and provide your academic advisor and academic planning coach with accurate information,
- be knowledgeable about Collin College instructional programs, and
- be prepared and accept responsibility for your decisions.

5.2 Academic Planning Coach Program

The Academic Planning Coach Program is designed to support new, first-year students. To qualify for the program, students must be attending college for the first time, enrolled full time, and planning to complete a degree at Collin. Students in the program are matched with a faculty member who will provide coaching on course registration, degree requirements, students' goals and challenges, graduation/transfer planning, and other topics pertinent to academic success in the first year. The online sign-up form will be available in August, and students can learn more about the program during New Student Orientation or by contacting the director of academic planning/QEP at 972.985.3713.

5.3 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 with a disability. Students must apply for services through the ACCESS Office and provide appropriate documentation before they may be granted accommodations. Students must be admitted to Collin College before applying for accommodations. Documentation from licensed professionals (e.g., psychologist, diagnostician, or physician) will be reviewed. Specific documentation guidelines may be found on the ACCESS website and/or through meeting with an ACCESS advisor. Students seeking accommodations

should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

Each semester a new letter of accommodation 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 having problems with their requested accommodations.

Special testing arrangements for students who receive testing accommodations must be made with the ACCESS Office at least five (5) days in advance. Limited space and arrangement for staff require preparation. Students must take exams on the campus for which they are enrolled.

Assistive technology and software are available on each campus for students with disabilities. Contact the ACCESS Office for more information.

Dual credit students needing accommodations for their Collin College classes are required to apply for 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. Students must apply for accommodations through the ACCESS Office at least one (1) month before classes begin.

The ACCESS Office gathers the required paperwork for the Deaf/Blind tuition exemption. The student must bring the following information and meet all other entrance requirements as outlined by Admissions and Records to be considered for a tuition exemption:

1. certificate of deafness or blindness;
2. letter of good moral character;
3. high school transcript, diploma, or GED;
4. statement of purpose with degree or certificate declared; and
5. proof of residency.

This information 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. 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. A tuition exemption is not an academic accommodation.

All campuses are accessible to individuals with disabilities. For information on these and related services, contact the ACCESS Office at 972.881.5898. ACCESS Offices are located in Rooms B335 at CPC, F144 at PRC, and D140 at SCC.

5.4 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.

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/or

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.

5.5 Athletic Department

The Athletic Department is an integral part of the college's mission to develop skills, strengthen character, and challenge the intellect. The athletic program 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/.

5.6 Career Centers

Collin College Career Centers connect students' interests with selecting a course of study, exploring and planning a career, and developing job search skills and strategies, allowing them to obtain high-skilled, high-wage, high-demand occupations or professions that complement their interests, education, training, and goals. Collin College Career Centers utilize numerous methods of equipping and empowering workforce candidates including:

- academic planning and mentoring;
- career and degree exploration;
- interactive workshops;
- career readiness competencies and skills training;
- online tools and resources;
- one-on-one career coaching;
- classroom presentations;

- career and job fairs;
- employer information sessions;
- networking;
- personality, interest, and skills assessments;
- job search tools;
- internships; and
- other resources for long-term success.

For additional information contact Career Centers at career@collin.edu or visit www.collin.edu/studentresources/career/.

5.7 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 freshmen and sophomores enrolled in select sections of biology, chemistry, geology, mathematics, and physics to participate in unique undergraduate research activities. Students must have a minimum cumulative GPA of 3.0 to be eligible to enroll in CASMNS activities. For further information, go to www.collin.edu/academics/casmns/ or call 972.881.5880.

5.8 Center for Scholarly and Civic Engagement (CSCE)

The Center for Scholarly and Civic Engagement fosters student development and responsibility through experiential programming that engages 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 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, and Community College Day at the Capitol. For more information, go to www.collin.edu/academics/csce/.

5.9 Child Development Lab School

Collin College provides a Child Development Lab School at the Spring Creek Campus. The Lab School serves as a laboratory site for 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 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 upon individual children's needs and interests.

For more information or a fee schedule, contact the Lab School at 972.881.5945.

5.10 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 the official Collin College transcript.

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 college libraries, take tests in the Testing Centers, and access student computer labs and online classes that use Canvas.

5.11 Collin Higher Education Center (CHEC)

Bachelor's, master's, and doctoral degrees are available at the Collin Higher Education Center (CHEC) in McKinney. Collin College partners with Texas A&M University-Commerce, Texas Woman's University, The University of Texas at Dallas, University of North Texas, and Texas Tech University to offer more than 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, visit www.collin.edu/chec/ or call 972.599.3100. Parking in the adjacent parking garage is encouraged.

5.12 Cooperative Work Experience: Co-ops/Internships

Eligibility: currently registered students who meet stated co-op guidelines.

The co-op/internship class is required for some degree plans and available as an elective in other degrees. Check with co-op 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, write a reflection paper, meet with an assigned faculty member, and receive an employer performance review.

F-1 Visa students can enroll in a co-op/internship class once certain requirements are met. Contact the co-op coordinator for more information.

5.13 Cougar News (Online College Newspaper)

Cougar News is a comprehensive online college newspaper publication created by the Public Relations Department. *Cougar News* contains articles related to student accomplishments and interests, faculty and staff innovations, and news. Staff and students are encouraged to submit articles. *Cougar News*

is available on the college's website, and individuals may also subscribe to receive it via email. For further information, contact the Public Relations Department.

5.14 CougarWeb

Students can use CougarWeb to view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, and more. Log in to CougarWeb at <http://cougarweb.collin.edu/>.

5.15 Counseling Services

Eligibility: currently enrolled students.

Call or stop by your preferred campus Counseling Services Office to set up an initial appointment or email personalcounseling@collin.edu.

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 your written permission. In instances of imminent harm to self or others, permission to disclose information may not be needed.

Licensed Professional Counselors are located at CPC, PRC, and SCC. Evening hours are available by appointment only.

5.16 First Year Experience

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.

5.17 Fitness Centers

Students may use the Fitness Centers at CPC, PRC, or SCC during the times posted. Students are also encouraged to attend free wellness activities, which are listed at each campus.

Central Park Campus Fitness Center consists of a weight training room, dance studio, two (2) racquetball courts, and locker room facilities.

Preston Ridge Campus Fitness Center consists of a gymnasium, dance studio, weight training room, wellness center, and locker room facilities.

Spring Creek Campus 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 further information and hours of operation, contact the Fitness Centers (CPC: 972.548.6891, PRC: 972.377.1758, or SCC: 972.881.5848).

5.18 Honors Institute

The Honors Institute at Collin College is designed to provide a uniquely engaging learning experience for students with advanced academic skills. In small classes (maximum 18 students), advanced and motivated students engage in discussion, research, and creative projects. Students are often encouraged to showcase their work in the Honors class 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 must have a 3.5 cumulative GPA to enroll in Honors courses. For more information, visit www.collin.edu/honors/ or contact the Honors Institute director at your home campus.

5.19 Intramurals

Collin College offers intramural programming comprised of various sports/activities that encourage the use of our 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:

- teamwork and personal accomplishment,
- mutual respect and integrity,
- competition and recreation, and
- skill and exercise.

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

For additional information on intramurals, see the Intramurals webpage located at: <https://www.collin.edu/intramurals/>.

5.20 Learning Communities

Learning Communities offer a unique format for students to take courses. This innovative approach to learning blends two (2) 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. 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. For more information on current Learning Communities courses, visit www.collin.edu/academics/learningcommunities.

5.21 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.

5.22 Maximizing Academic Progress Program (MAPP)

MAPP 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 are required to develop an individualized plan for success in consultation with an academic advisor. 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 student success, students participating in the Maximizing Academic Progress Program (MAPP) will not be permitted to enroll in classes after the probation deadline for the term. (See the *Important Dates* section of the *Registration Guide* for specific deadlines.) 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 (i.e., 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 of the following academic standings: academic warning, academic probation, or academic suspension. Refer to the *Collin College Catalog* for further details.

5.23 Mentor Program

The Collin College Mentor Program matches students with a faculty or staff mentor. Applications are available from the coordinator of programs for new students. 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 scholarships. This is an excellent opportunity for networking and both personal and professional growth. For additional information, call 972.881.5787.

5.24 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 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 online orientation. For additional information including dates and reservations, call 972.881.5902, email orientation@collin.edu, or visit www.collin.edu/orientation.

5.25 Rockwall Center (RW)

Staff

Admissions and registration staff are available during morning and evening hours Monday through Thursday in room 107 to answer questions and assist students. Individuals may also reach Collin College staff by phone at 214.771.4573.

Computer Room

Collin College students have access to computer stations at the Rockwall Center. Contact the site coordinator for more information.

Parking

Students are required to have a Collin College parking decal. These decals are available free of charge from the site coordinator in room 107. Parking is open around the Texas A&M-Commerce at Rockwall building.

Smoking, Tobacco, and/or 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.

Textbooks

Students can purchase textbooks through one (1) of the Collin College bookstores located at the Central Park, Preston Ridge, or Spring Creek campuses. In addition, students may purchase books through the bookstore website at <http://collin.bncollege.com>.

5.26 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, 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.

Collin College Service Learning projects have included hurricane recovery efforts, 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 on Service Learning, call 972.881.5927, email thockenbrough@collin.edu, or go to www.collin.edu/academics/servicelearning.

5.27 Student Ambassadors

Student ambassadors are a group of students who represent Collin College at various campus and outreach activities. They provide campus tours and assist with recruiting events in the community and on campus. Student ambassadors are paid and have the opportunity to set their own work schedules. For more information, contact 972.881.5787.

5.28 Student Computer Labs

Student Computer Labs provide currently enrolled Collin College students access to a computer for college-related work. Students accessing these computer labs will have unlimited access to the computers, but they 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.

5.29 Student Employment on Campus

Work up to 20 hours per week in departmental offices as a student assistant or work study student. 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.

To view and apply for on-campus student assistant and work study positions, go to <http://jobs.collin.edu>.

For additional information and eligibility requirements, visit <http://www.collin.edu/hr/employment/StudentEmployment.aspx>.

5.30 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:

- banner reservations,
- civic and social events,
- Cougar Den (PRC),
- educational programs,
- entertainment and cultural programs,
- field trips,
- first aid (limited to Band-Aids, cotton balls, and antiseptic spray),
- guest speakers,
- leadership training,
- local fax service,
- Lost and Found (CPC, PRC, and SCC),
- student ID Cards,

- student officer training,
- student organizations, and
- Student Organization Offices (CPC, PRC, and SCC).

5.31 Student Government Association (SGA)

The purpose of SGA is to represent the needs and interests of the student body; provide input on Collin College policy decisions; and further the cultural, social, and physical growth of the student body. Students are encouraged to become involved in college and campus governance. Membership and involvement are open to all currently enrolled students. There are GPA and credit hour requirements for officers. There are no membership dues. For further information, contact SGA at sga@collin.edu.

5.32 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 the Collin College Bookstore, Career Centers, Computer Labs, Admissions and Records, Fitness Center, Library, Math Lab, Student Engagement, and the Testing Center. Student ID cards are produced by Student Engagement. Student ID card office hours are as follows:

CAMPUS	ROOM NO.	DAYS	TIMES
Central Park Campus	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	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	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 in the *Important Dates* section of the *Registration Guide*. 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 the 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 reissued to students whose card has been lost, stolen or damaged, who have had a name change, or who would prefer a new photo. Only currently enrolled students with a valid picture ID may request a replacement student ID card. Contact Student Engagement for more information.

5.33 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 <http://pol.tasb.org/home/index/304>.

5.34 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 in room A175. For additional information on the gallery's location, operating hours, or current shows, visit <http://www.collin.edu/theartsgallery> or contact the gallery at 972.881.5873.

5.35 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 is available online at <http://transferu.collin.edu>.

- Course equivalencies for Collin College and many colleges and universities
- Degree plans and transfer guides for many colleges and universities

- University and college pre-admission partnership information
- State of Texas Common Application (Apply Texas)
- Transfer scholarship information
- Transfer tips

For more information, call 972.599.3121.

5.36 Tutoring

Online and group tutoring services are available at no charge to currently enrolled Collin College students. Private tutoring is available to students at their own expense. Tutoring is available on a first-come, first-serve basis. For more information, call 972.881.5898 or visit www.collin.edu/studentresources/tutoring/.

5.37 University and College Pre-admission Partnerships

Collin College has 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 or visit www.collin.edu/transferu/.

5.38 Weekend College

Juggling the demands of work and home life can seem daunting. However, many students have discovered that 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. 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 are offered in standard 16-week format, 10-week, 7- and 8- week blocks, and 3-weekend express formats. Summer Weekend College meets in 10- or 5-week sessions.

For additional information, contact the Weekend College Office at 972.881.5801, email weekendcollege@collin.edu, or visit the Weekend College website www.collin.edu/academics/weekendcollege/.

5.39 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 but 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 www.mywco.com/springcreekwc 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 may 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-semesters, summer semesters, and times when classes are not in session. The Writing Centers also offer a variety of free writing workshops every semester addressing common concerns of student writers. For further information, visit the homepage www.collin.edu/writingcenter/ or contact the Writing Centers (CPC: 972.548.6857, PRC: 972.377.1576, or SCC: 972.881.5843).

Central Park Campus (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 (Room LH141):

Monday-Thursday	9 a.m.-8 p.m.
Friday-Saturday	9 a.m.-4 p.m.

Spring Creek Campus (Room D203):

Monday-Thursday	8 a.m.-8 p.m.
Friday-Saturday	8 a.m.-5 p.m.

Procedures

6.1 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 a 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*.

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. Refer to the *Student Code of Conduct* for more information.

If a student is having difficulty mastering the material and skills, the student is encouraged to reflect on how to study and prepare for each class. Professors welcome dialogue on what you 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.

6.2 Academic Records

Family Educational Rights and Privacy Act of 1974 (FERPA)

Students have the ability to authorize parents and other individuals to access their academic records by completing a *Release of Student Information* form. This authorization form is completed using the website <http://cougarweb.collin.edu/>.

Students will need their CougarWeb username and password to access the system.

A student who needs assistance or who wishes to file a complaint under *FERPA* should do so in writing to the Family Policy Compliance Office, sending pertinent information concerning any allegations 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

Grade Reports

Grade reports are not mailed to the general student population. Students may access their grades electronically through CougarWeb.

Texas House Bill 1922

With few exceptions, state law gives students the following rights regarding the information collected by Collin College about them: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information that is incorrect.

6.3 Banner Reservations

Collin College departments and student organizations can make and have approved banners hung at CPC, PRC, and SCC in accordance with the procedures outlined in the *Student Organization Procedures Manual (SOPM)*.

6.4 Bookstore

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

Textbooks

Students can purchase and rent textbooks through one (1) of the Collin College bookstores located at the Central Park, Preston Ridge, or Spring Creek campuses. In addition, students may purchase and rent books through the bookstore website at <http://collin.bncollege.com>.

6.5 Campus Postings

Collin College provides opportunities for students, staff, faculty, and the community to publicize approved information only in 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 (see Student Engagement for more information).

Bulletin boards located both inside and outside of the classrooms at CPC, PRC, and SCC 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.

Job Postings (External)

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

6.6 Collin College Police Department

Safety and security is a concern for all members of the 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 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 further information on Collin College Police Department policies and procedures, refer to their website www.collin.edu/campuspolice/.

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/.

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 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 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, the 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 the annual crime statistics for the institution.

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.

Access Policy

During business hours, Collin College will be open to students, parents, employees, contractors, guests, and invitees. In accordance with the *Student Code of Conduct*, 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, the college will admit only those with prior written approval to all facilities.

Campus Security Authorities

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, 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.

Citations

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

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 sexual assault; alcohol and drug abuse; theft, vandalism, and personal safety.

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.

Registered Sex Offenders

Please 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 additional information, see Board policies FLC (LEGAL) and FLC (LOCAL) available on the web at <http://pol.tasb.org/home/index/304>.

Timely Warnings

In the event a situation arises, either on or off campus, that in the judgment of the Collin College Police Department constitutes an ongoing or continuing threat to members of the college community, a campus wide "timely warning" will be issued. The warning will be issued through college email systems and CougarAlert to students, faculty, and staff (see the *CougarAlert* section in this student handbook for more information).

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.

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 additional information, see Board policies CHF (LOCAL), DH (LOCAL), and FLBF (LOCAL) located at <http://pol.tasb.org/Policy/Search/304?filter=weapons>.

6.7 CougarAlert

CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, 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. 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. See <https://www.collin.edu/cougaralert.html> for instructions. 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.

6.8 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 <http://www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.aspx>.

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.

6.9 Easel Reservations

Easels may be checked out by college departments and student organizations for temporary display of promotional

materials on campus, when available. For information, contact Student Engagement (CPC: 972.548.6788, PRC: 972.377.1788, or SCC: 972.881.5788).

6.10 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 4 p.m. for evening classes and by 6 a.m. for day classes. If a closure notice is not posted on the website, Collin College is open.

Radio Stations:

570 AM, KLIF	94.9 FM, KLTY
99.5 FM, The Wolf	820 AM, WBAP
95.3 FM, KHYI	100.3 FM, Jack FM
1080 AM, KRLD	96.3 FM, KSCS
103.7 FM, Lite FM	1310 AM, The Ticket
96.7 FM, The Ticket	105.3 FM, The Fan
90.1 FM, KERA	98.7 FM, KLUV
107.5 FM, La Grande	

Television Stations:

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

6.11 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.

Rockwall Center: Report security issues to the site coordinator at 214.771.4573. 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, visit the Collin College Police Department website www.collin.edu/campuspolice/.

6.12 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, visit the Financial Aid Office website at: <http://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 www.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 after 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:

Fall Semester - April 1
Spring Semester - November 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:

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 professional degree is not eligible to receive a Pell Grant.

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.

Federal Work Study – Students demonstrating financial need may be considered for the 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.

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 2016-2017 academic year was 3.76 percent.

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 2016-2017 academic year was 6.31 percent.

FINANCIAL AID PROGRAMS – STATE ASSISTANCE

Texas Public Education Grant (TPEG) – The TPEG program is a state financial aid program designed to assist students in attending state-supported colleges. Students must demonstrate financial need and be making satisfactory academic progress toward their educational goals. The actual amount of the grant varies depending on the availability of funds to the college, the student's financial condition and enrollment, and other aid the student may be receiving.

Texas Equal Opportunity Grant (TEOG) – Community college students working on their first associate's degree may be eligible for this grant if they:

- are a Texas resident,
- do not have a felony drug conviction,
- are within their first 30 hours of college,
- registered for Selective Service, if required,
- meet certain EFC requirements (see Financial Aid for more details), and
- 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 year, students must meet the college's Satisfactory Academic Progress (SAP) requirements. (Refer to the *Institutional Policy of Satisfactory Academic Progress* listed below for more information.) 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 additional 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 more strict 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 Policy

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

- **a qualitative component** consisting of grades or comparable factors that are measurable against a norm (a GPA component),
- **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
- **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 http://www.collin.edu/shared/shared_finaid/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 satisfactory academic progress of all enrolled students. This evaluation considers Financial Aid GPA as defined in Item I 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:

I. 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.

II. 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.

III. 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 towards total hours attempted and earned. Students that 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:

- complete at least 12 credit hours on their own,
- 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
- 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 I and/or II 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%.

The 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: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct Parent PLUS Loan, Pell Grant, and SEOG. The student is not responsible for returning funds to any program to which the student 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.

FINANCIAL AID PROGRAMS – OTHER

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 and Records Office for additional information regarding a specific waiver or exemption. A few of the state exemptions and waivers are listed below.

Financial Aid Exemptions

- Deaf/Blind students
- adopted students and students who were in foster care
- children of deceased or disabled firemen and peace officers
- children of prisoners of war or persons missing in action
- firemen enrolled in fire science courses
- police officers enrolled in law enforcement or criminal justice courses
- children of professional nursing program faculty and staff
- *Hazelwood Act*
- orphans of national guard members

Admissions Waivers

- Ad-valorem Tax
- Concurrent Enrollment
- Contract Training for Out of District
- Dual Agreement with Dallas County
- 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 and Records 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 and Records 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 and Records 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 by 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 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 that veteran students register for classes as early as possible each semester.

It is the students' responsibility to notify the Financial Aid/Veterans Affairs Office whenever they change their schedule (i.e., add or drop 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 consecutive semester when the cumulative GPA remains below 2.0. Developmental courses will be included to determine the cumulative GPA.
2. A grade of "D" or better 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, Collin College Foundation* section in this student handbook for more information.

6.13 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.

6.14 Freedom from Capricious Grading

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. An allegation of capricious grading shall be handled according to the *Grade Appeals Procedure* of the Collin College student handbook.

6.15 Grade Appeals Procedure

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 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 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 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 that 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 at gradeappeals@collin.edu. This petition form may be obtained from the Admissions and Records 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 Grade Appeals Board 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 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 notice, the grade appeal will be submitted to the Grade Appeals Board as is.
4. If a student does not take steps 1 and/or 2 above, the grade appeal will not be heard by the Grade Appeals Board. 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 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 that the grade is capricious as defined above, and
3. present the student's conclusions.

The chair of the Grade Appeals Board 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 Grade Appeals Board 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

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 Grade Appeals Board, 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 Grade Appeals Board, 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 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 at gradeappeals@collin.edu. This petition form may be obtained from the Admissions and Records 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 Grade Appeals Board 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 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 notice, the grade appeal will be submitted to the Grade Appeals Board 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 that 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 Grade Appeals Board at gradeappeals@collin.edu. This petition form may be obtained from the Admissions and Records 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.
4. If a student does not take steps 1 and/or 2 above, the grade appeal will not be heard by the Grade Appeals Board. 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 that the grade is in error, and
3. present the student's conclusions.

The chair of the Grade Appeals Board 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 Grade Appeals Board 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

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.).

6.16 Health Information

To view the Board policies associated with this section, go to <http://pol.tasb.org/Policy/Code/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*.

Collin College has adopted the HIV/AIDS Model Workplace Guidelines approved by the Texas Department of State Health Services. These guidelines, Collin College's AIDS policy, and a brochure developed by the Texas Department of State Health

Services (TDSHS) titled, *HIV and AIDS: Facts You Should Know* are available upon request from Counseling Services or at www.dshs.state.tx.us/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 the available alternatives for responding to a student with a communicable disease.

Nondiscrimination

Collin College shall not discriminate in enrollment against any student solely on the grounds that the student has a communicable disease. A member of the student body of Collin College shall not be denied 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 Collin College.

Bacterial Meningitis

State law (*SB 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, visit www.collin.edu/meningitis.

Bacterial meningitis is an infection of the brain and spinal cord that causes inflammation of the membranes that surround the brain. Several different types of bacteria can cause meningitis. The leading cause of bacterial meningitis in the United States is *Neisseria meningitidis*, also called *meningococcal meningitis* (CDC, *Meningococcal Disease*, 2017).

Bacterial meningitis strikes 600–1,000 Americans each year, with the greatest risk of contraction affecting adolescents and young adults (National Meningitis Association, 2017).

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

1. high fever,
2. rash or purple patches on the skin,
3. light sensitivity,
4. confusion and sleepiness,
5. severe headache,
6. vomiting,
7. stiff neck,
8. nausea, and
9. 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, *Meningococcal Meningitis*, 2017).

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 Statement*, 2016).

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 *Nisseria 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, 2017).

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 four (4) of the five (5) most common bacterial types that cause 70 percent of the disease in the United States, but they do not protect against all types of meningitis (National Meningitis Association, 2014).

The vaccination takes seven (7) to ten (10) days to become effective, with protection lasting three (3) to five (5) years. After five (5) years, you will need to get a booster. The cost of the vaccine varies, so check with your healthcare provider. Vaccination is very safe. The most common side effects are redness and minor pain at the injection site for up to two (2) days. Vaccinations are available through local health care providers, many pharmacies, and county health care services.

How can I find out more information?

Contact your 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 http://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.

Mental Health Leave of Absence

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:

- Fall semester - First Monday in December
- Spring semester - First Monday in May
- Summer I term - Last Friday in June
- Summer II/III terms- Last Friday in July

To view the Board policies associated with Mental Health Leaves of Absence, go to [http://pol.tasb.org/Policy/Download/304?filename=FFAB\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/304?filename=FFAB(LOCAL).pdf). You may also contact the associate dean of Counseling/ACCESS at the Spring Creek Campus, Room D136 or call 972.881.5779 for more information.

Wellness

The Collin College Student 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. For more information on free fitness classes, seminars, and programs visit http://ftp.collin.edu/ladams/new_wellness/index.htm.

6.17 Libraries

Libraries are located at the Central Park, Preston Ridge, and Spring Creek Campuses. All libraries provide access to the Internet and online electronic resources, as well as print and multimedia material.

The libraries offer the following services:

- assistive technology;
- black/white and color printers;
- books, DVDs, software/interactive tutorials, music CDs, and audio books;
- Consumer Health Information Center (CPC);
- electronic resources such as e-books, databases, and streaming media;
- equipment available for use such as calculators and laptops;
- Internet access;
- interlibrary loan;
- library orientation and instruction;
- print and electronic periodicals;
- photocopy machines;

- professional librarians;
- scanners;
- science model study room (CPC, SCC); and
- study rooms.

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 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 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: 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.

6.18 Lockers

Student lockers are available in four (4) locations along the main corridor at SCC 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 CPC, PRC, and SCC Testing Centers. These lockers are free of charge while students are testing.

6.19 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 CPC, PRC, and SCC. At CYC, contact the Admissions and Records Office for lost and found items. The Student Services Center coordinates lost and found items at the CHEC. Collin College staff coordinates lost and found at the Allen and Rockwall Centers.

6.20 Parking

Students should adhere to the following parking regulations:

- Parking stickers are required at all campuses, and the stickers are provided at no charge to students. Parking

stickers are available at Information Centers, Student Engagement Offices, and Collin College Police Department Offices. Allen and Rockwall students should contact college staff for stickers.

- 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.
- 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.
- 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.
- Information regarding parking and driving policies can be found on the Collin College Police Department website at www.collin.edu/campuspolice/.

6.21 Public Transportation

TAPS Information

TAPS Public Transit operates Get-a-Ride on demand. For route information, fares, hours of operation, and to purchase tickets or passes, visit their website at <http://www.tapsbus.com> or contact TAPS at 844.603.6048.

DART Information

DART provides daily bus service to and from SCC 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/.

6.22 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.

Information regarding registered sex offenders at Collin College may be obtained from the Collin College Police Department at 972.578.5555. Individuals may also refer to Board policy FL (LEGAL) available on the web at <http://pol.tasb.org/home/index/304>.

6.23 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 15 days of the semester to qualify for an excused absence. A copy of the

state rules and procedures regarding holy days and the form of notification of absence from each class under this provision are available from the Student and Enrollment Services Offices.

6.24 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 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 GPA, and
2. the highest grade will be used in GPA calculations.

Courses repeated before Fall 2008 will have only the last grade and credits earned (whether higher or lower) used in computing the grade point average 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. See the *Registration Guide* for details on specific courses.

6.25 Scholarships, Collin College Foundation

Thanks to the generosity of 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 who 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 twice (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.

6.26 Solicitation on Campus

Permissible Solicitation

As used in this policy, the words "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.

The only student solicitations permitted in or on any property either owned or controlled by Collin College are the following:

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 use of facilities (see the *Student Code of Conduct*).
4. The collection of admission fees for the exhibition of movies or other programs that are sponsored by a student or registered student organization and are scheduled in accordance with Collin College regulations.
5. The activities of a student or registered student organization that can present to the vice president of student and enrollment services written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under *26 U.S.C. 501(c)(3), Internal Revenue Code*. No organization may solicit under this section for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

Solicitations

No student 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 appropriate campus vice president/provost, vice president of student and enrollment services, or designated campus/center representative.

Student solicitation made pursuant to the terms of this policy shall 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.

If, after a reasonable investigation, the campus vice president/provost, vice president of student and enrollment services, or a designated campus/center representative determines that a solicitation is being conducted in a manner that violates this

policy, the appropriate campus vice president/provost, vice president of student and enrollment services, or designated campus/center representative 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. In the case of a registered student organization, the vice president of student and enrollment services or designee may cancel the registered status of the organization. A student in violation of this policy shall also be subject to disciplinary measures as authorized by Board policies and administrative regulations. For more information, see Board policy FI (LOCAL) located at <http://pol.tasb.org/home/index/304>.

Fundraising

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 in advance by the campus vice president/provost, vice president of student and enrollment services, or designated campus/center representative. Any other fundraising activities shall be submitted in advance for consideration to the College District president.

Petitions, Handbills, and Literature

This section is covered by the Vice President/Provost Office at each campus. Each petition, handbill, or piece of literature shall identify the person or organization distributing it.

No person or organization may publicly distribute on Collin College property one (1) or more petitions, handbills, or pieces of literature that are obscene or libelous, or that contain non-permissible solicitation. Distribution shall be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities. No person or organization shall distribute literature by accosting individuals or by hawking or shouting. The distributor shall clean the area around which the literature was distributed. For more information, see Board policy FLA (LOCAL) located at <http://pol.tasb.org/home/index/304>.

Use of Collin College Trademarks

Collin College protects all College District and campus trademarks, including names, logos, mascots, and symbols from unauthorized use. The use of any Collin College trademark must be approved by the College District president or designee.

6.27 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 additional information on SOBI or to submit a referral go to <http://www.collin.edu/studentresources/SOBI/index.html> or contact SOBI directly at sobi@collin.edu.

6.28 Student Expression

To view the Board policies associated with this section, go to <http://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 of this student handbook. Speech that is not protected includes fighting words, language that creates a hostile environment, slander/libel, and obscenity.

6.29 Student Financial Responsibility

Registration is required for students to attend courses at Collin College, and registration constitutes a contractual financial obligation to an agreement to pay balances resulting from student account activity. Student tuition statements and current account balances are posted online and accessed through CougarWeb. Billing notices are sent to the student's college assigned email address, the official means of communication with Collin College students. It is the student's responsibility to pay any balance due by the published payment deadlines. Student accounts with an unpaid debt are subject to changes in course enrollment status and holds preventing registration and withholding grades, transcripts, and degrees. Delinquent accounts may be placed with an outside collection agency and/or reported to the national credit bureau system. Students are responsible for all late fees, percentage based collection charges, attorney fees, interest, and any costs and charges necessary for the collection of any amount not paid when due. All disputes about registration or payment will be governed in accordance with the laws of the State of Texas. The venue for any lawsuit regarding collection of a delinquent debt will be in Collin County, Texas.

Per Texas Education Code 54.007(2)(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.

6.30 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 at www.collin.edu/aboutus/statistics/.

6.31 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:

- Print a certificate of enrollment that can be forwarded to a health insurer, housing provider, credit issuer, employment agency or other student services providers.
- View enrollment information that may have been provided to a student services provider.
- View electronic notifications and deferment forms that have been sent to lenders, servicers, and guarantors.
- View a list of their lenders and link to real-time student loan information detail such as outstanding principal balance and the next payment due date that some lenders provide.

For detailed instructions, go to www.collin.edu, the *Collin College Catalog*, or the *Registration Guide*.

Students may contact the National Student Clearinghouse directly at 703.742.7791 or www.studentclearinghouse.org/ for further questions concerning their enrollment verifications.

6.32 Student Suggestions and Concerns

The Dean of Students Office addresses issues such as student rights and student concerns. Individuals with questions or concerns can contact the dean of students at the Collin Higher Education Center 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 concerns.

6.33 Student Travel

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

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#51.950>.

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 currently enrolled students 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,
4. extra-curricular travel, 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.

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 student travel procedures and Collin College policy.

The responsible party shall travel with 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*.

Custodian of Records

The dean of students or designee shall be the custodian of records for all completed:

1. non-athletic *Liability Waiver Forms* and
2. *Overnight Travel Training Acknowledgement 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*.

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.

Transportation

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 <http://pol.tasb.org/Policy/Code/304?filter=CJ>.

Carpooling

Responsible parties are prohibited from organizing and/or sanctioning students to carpool to events.

Behavior

Students shall adhere to the *Student Code of Conduct*, applicable Board policies, and Collin College procedures. See the current *Student Code of Conduct* located in this student handbook for additional information.

Responsible parties shall 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 <http://pol.tasb.org/Policy/Search/304?filter=employee%20conduct>.

Liability Waiver Form

Every student participating in academic/workforce, co-curricular, extra-curricular, or student organization travel shall complete a *Liability Waiver Form* once each academic calendar year (i.e., September 1 through August 31) if:

1. the group is traveling in a Collin College-owned or -leased vehicle;
2. the trip requires an overnight stay;
3. the trip is required by a Collin College registered student organization, in accordance with *Section 51.950* of the *Texas Education Code*; and/or
4. the trip is required for an academic or workforce course or program.

A copy of every student's *Liability Waiver Form* shall be on file with the appropriate custodian of records prior to departure.

Emergency Contact Information Form

Every student participating in academic/workforce, co-curricular, extra-curricular, or student organization travel shall complete an *Emergency Contact Information Form* for each trip if:

1. the group is traveling in a Collin College-owned or -leased vehicle;
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*.

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.

Athletic Travel

Every student participating in athletic travel shall complete an *Athletic Liability Waiver Form* once each academic calendar year (i.e., September 1 through August 31). 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 *Liability Waiver Form* and meet any other requirements listed in this student travel policy.

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 to attend all sessions. Attending optional activities shall be at the discretion of each individual.

Overnight Travel Training

Students and responsible parties participating in overnight trips must complete mandatory overnight travel training provided by the Dean of Students Office once each academic calendar year (i.e., September 1 through August 31). Upon completion of mandatory overnight travel training, every student and responsible party shall complete and submit to the Dean of Students Office the *Overnight Travel Training Acknowledgement Form*. Students and responsible parties who have not completed mandatory overnight travel training prior to the departure date shall not be permitted to travel.

Travel Exceptions

A student who needs to request an exception to the student travel policy including, but not limited to, leaving a trip early, staying late, travelling 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 Records Retention

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 <http://pol.tasb.org/Policy/Search/304?filter=cia>.

6.34 Testing Centers and Assessment Services

Testing Centers are located at CPC, PRC, and SCC for 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. The Testing Centers are monitored by surveillance equipment.

Testing Center procedures are listed below:

- A Collin College student ID card is required to take an instructional test.

- No children, food, or drink will be allowed in the testing room.
- No papers, books, book bags, or backpacks will be allowed in the testing room.
- All digital media, telecommunication, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) must be completely turned off (not on silent or vibrate) prior to entering the testing room and while taking examinations. 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.
- 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.

6.35 Texas Success Initiative (TSI)

The Texas Success Initiative (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. For more information, refer to the current *Collin College Catalog or Registration Guide*.

6.36 Tuition Refund Policy

Refund calculations are based on the state-mandated refund policy. One-hundred percent refunds are calculated on withdrawals and drops occurring prior to each term or mini-term's first class day. Each term or mini-term's first class day is always the first official day of the term or mini-term, not the first day of an individual's class. Refunds are processed approximately two (2) weeks after the first class day of the primary term for registration credits and approximately three (3) weeks after the first class day for financial aid credits. The complete refund policy is listed in the *Registration Guide*.

6.37 Vending Machine Refunds

Allen Center and Off-campus Locations:

Refund procedures at these locations vary. Contact the staff for additional information.

Collin 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 your phone. Once you receive the refund code, press REDEEM on the ePort and enter the code. For further assistance, email service@vendpro.us.

6.38 Weapons on Campus

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

For additional information regarding Campus Concealed Carry at Collin College, go to <https://www.collin.edu/aboutus/concealedcarry.html>.

Purpose

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 weapons on campus.

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.

Procedure

After consulting with the students, staff, and faculty of Collin College regarding the nature of the student population, specific safety considerations, and the uniqueness of 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 (TXDPS), 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 the property of Collin College.
2. Collin College prohibits the use, possession, or display of any illegal knife, club, or prohibited weapon, as defined by law, 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.
5. Handguns may not be stored overnight on Collin College campuses.
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 also 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.

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, knives with blades longer than five and one-half (5 ½) inches, brass knuckles, clubs, explosives, fireworks of any kind, incendiary devices, instruments designed to expel a projectile with the use of pressurized air, like a BB gun, martial arts throwing stars, or any weapons outlined in Board policy CHF (LEGAL).

For additional information, see Board policy CHF (LEGAL) located at <http://pol.tasb.org/Policy/Search/304?filter=CHF>.

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, or college sporting events are in progress;
7. locker rooms where individuals change clothes, including those at athletic facilities 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 *Section 30.06, Texas Penal Code* has been given by the required signage. An example might include a college facility where alcohol is being served for a special event.

These locations will be appropriately identified by signage as specified under *Section 30.06* 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 additional information, see the *Student Code of Conduct* located in this student handbook as well as Board policies DH (LOCAL), FM (LOCAL), and FMA (LOCAL) located at <http://pol.tasb.org/Policy/Search/304?filter=disciplinary%20action>.

6.39 Withdrawal Policy

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 enroll for the first 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.

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

Student Code of Conduct

Definition of a Collin College Student

For the purposes of this document, the following individuals will be considered Collin College students: prospective students; re-admitting students; students who are eligible to enroll in classes; and current students enrolled in credit classes, Continuing Education classes, noncredit classes, or seminars either on or off campus, regardless of location or circumstances.

Application of the *Student Code of Conduct*

The *Student Code of Conduct* applies to a person who was a student, as defined above, at the time he or she allegedly violated the *Student Code of Conduct*, Board policies, laws, and/or Collin College procedures. Additionally, 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 disciplinary process even if a student transfers or withdraws while disciplinary action is pending.

Student Expectations

To view the Board policies associated with this section, go to <http://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 1 - STUDENTS' RIGHTS AND RESPONSIBILITIES

1.1 Authorized Use of Facilities

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

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.

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 GF (LOCAL) available on the web at <http://pol.tasb.org/Policy/Code/304?filter=GF>.

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.

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 additional information, see Board policies CHF (LOCAL), DH (LOCAL), and FLBF (LOCAL) located at <http://pol.tasb.org/Policy/Search/304?filter=weapons>.

1.2 Children on Campus

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

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.

1.3 Animals on Campus

To view the Board policies associated with this section, go to <http://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*.
3. All other animals shall not be permitted on any Collin College campus or in any Collin College facility.

1.4 Freedom from Discrimination, Harassment, and Retaliation

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

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 *Clery Act*. For additional information, see Board policy GCC (LEGAL) located at <http://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*, 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 East Spring Creek Parkway, Plano, Texas 75074
Phone: 972.881.5903
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 additional information regarding reporting procedures, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu, or go to <http://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 <http://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 <http://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 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 <http://pol.tasb.org/Policy/Search/304?filter=cia>.

1.5 Freedom from Sex Discrimination, Sexual Harassment, Sexual Violence, and Retaliation

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

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 others.
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, 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 additional information, go to Board policy GCC (LEGAL) located at <http://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 additional information regarding reporting procedures, contact the Dean of Students Office at 972.881.5604 or dos@collin.edu, or go to <http://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.asp?AppKey=eaab3000114b800ca9d8443991b1>. 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 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.

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 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.

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 <http://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 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 <http://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 through the student disciplinary appeals process. To view the Board policies associated with the student disciplinary appeals process, go to <http://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 <http://pol.tasb.org/Policy/Search/304?filter=cia>.

1.6 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.

1.7 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 that 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.

1.8 Hazing

To view the Board policies associated with this section, go to <http://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.

“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.

“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.

1.9 Student Complaints

To view the Board policies associated with this section, go to <http://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. Complaints alleging discrimination, harassment, and retaliation based on race, color, national origin, religion, or disability targeting students. See Board policy FFDB (LOCAL) located at <http://pol.tasb.org/Policy/Code/304?filter=FFDB> and the *Freedom from Discrimination, Harassment, and Retaliation* section of this *Student Code of Conduct*.
2. Complaints alleging sex discrimination, sexual harassment, sexual violence, and retaliation. See Board policy FFDA (LOCAL) located at <http://pol.tasb.org/Policy/Code/304?filter=FFDA> and the *Freedom from Sex Discrimination, Sexual Harassment, Sexual Violence, and Retaliation* section of this *Student Code of Conduct*.
3. Complaints alleging a violation of the *Student Code of Conduct*. See Board policies FM (LOCAL) and FMA (LOCAL) located at <http://pol.tasb.org/Policy/Section/304?filter=F> and the disciplinary procedures sections of this *Student Code of Conduct*.
4. Complaints concerning student disciplinary decisions. See Board policy FMA (LOCAL) located at <http://pol.tasb.org/Policy/Code/304?filter=FMA> and the disciplinary appeals procedures sections of this *Student Code of Conduct*.
5. Complaints concerning an employee of Collin College who is not a commissioned peace officer. See Board policy DGBA (LOCAL) located at <http://pol.tasb.org/Policy/Code/304?filter=DGBA>.
6. Complaints concerning a commissioned peace officer who is an employee of Collin College. See Board policies CHA (LEGAL) and CHA (LOCAL) located at <http://pol.tasb.org/Policy/Code/304?filter=CHA>, as well as Board policy DGBA (LOCAL) located at <http://pol.tasb.org/Policy/Code/304?filter=DGBA>.
7. Appeals of academic suspension for a grade point average below the required 2.0. See the *Maximizing Academic Progress Program (MAPP)* section in the current student handbook.
8. Appeals regarding financial aid. See the *Failure to Meet the Standards of Academic Progress GPA and Percent Completion* section in the current student handbook.
9. Appeals regarding academic grades. See Board policy FLDB (LOCAL) located at <http://pol.tasb.org/Policy/Code/304?filter=FLDB> and the *Freedom from Capricious Grading* section in the current student handbook.

1.10 Student Education Records

To view the Board policies associated with this section, go to <http://pol.tasb.org/Policy/Code/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 record and to 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 record or any document contained in the comprehensive record 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 that 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.

1.11 Student Intellectual Property

To view the Board policies associated with this section, go to <http://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, 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 student employee in the course and scope of his or her employment, including the right to obtain copyrights and patents.

CHAPTER 2 – STUDENT CODE OF CONDUCT VIOLATIONS

2.1 Alcohol, Drugs, Smoking, Tobacco, and/or Electronic Smoking Devices Prohibited

To view the Board policies associated with this section, go to <http://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/or 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.

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.

2.2 Scholastic Dishonesty

To view the Board policies associated with this section, go to [http://pol.tasb.org/Policy/Download/304?filename=FLB\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/304?filename=FLB(LOCAL).pdf).

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 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 or more of the following acts.

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; falsifying academic records; 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; and/or submitting work that is not one's own. 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.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation or patchwriting. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student.

Cheating is the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; unauthorized copying of computer or Internet files; 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; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including, but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized

collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member is requested to 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) will 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 will determine the appropriate academic penalty, which may range from a grade of zero (0) on the assignment to failing the course.

2.3 Other Offenses

To view the Board policies associated with this section, go to http://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:

- A. forging, altering, or misusing Collin College documents or records;
- B. disrupting the orderly process of Collin College (e.g., classes, events, or meetings) or interfering with the lawful rights of others;
- C. conducting himself or herself in a manner that interferes with Collin College teaching, research, administration, disciplinary procedures, or other activities and public service functions;
- D. 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;
- E. theft, sabotage, destruction, distribution, or other use of the intellectual property of Collin College or third (3rd) parties without permission;
- F. knowingly giving false information in response to reasonable requests from Collin College officials;
- G. 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;
- H. 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);
- I. failing to comply with directions of Collin College officials and/or police acting in the performance of their duties;

- J. failing to notify Collin College officials of a change in residency status or current address;
- K. being convicted of an indictable offense under either municipal, state, or federal law that occurred on Collin College property or at an off-campus, Collin College-sponsored event;
- L. unlawfully retaliating against another student, campus visitor, or staff or faculty member;
- M. unlawfully harassing or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability harassment, and/or creating an intimidating, hostile, or offensive educational environment;
- N. using, possessing, or displaying any illegal 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;
- O. 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;
- P. releasing restricted course call numbers to other students;
- Q. failing to secure, misusing, and/or sharing College Wide ID (CWID) numbers, CougarMail email accounts, or other restricted access codes or passwords;
- R. repeatedly violating Collin College policies, procedures, or guidelines, and/or repeating less serious breaches of conduct;
- S. 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;
- T. gambling illegally in any form, at Collin College, on Collin College property, or at any Collin College-sponsored activity;
- U. engaging in the disruptive use of electronic, digital media, telecommunication, and/or wearable devices during class, labs, or other Collin College learning environments. In addition, 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;
- V. engaging in hazing at Collin College, on Collin College property, or at any Collin College-sponsored activity; and/or

- W. committing any other offense that violates Collin College's *Core Values* or that disrupts the educational processes of Collin College.

CHAPTER 3 – DISCIPLINARY PROCEDURES

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

3.1 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 ten (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 ten (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 and Records Office. The student is responsible for keeping the Admissions and Records 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.

3.2 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 <http://pol.tasb.org/Policy/Search/304?filter=cia>.

3.3 Notification Conference

The notification conference shall be held within a reasonable time, not to exceed ten (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.

3.4 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 Chapter 2 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 additional information.

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 additional 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 ten (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_studentcomplaints.html on or before the tenth (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 additional 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.

3.5 Interim Disciplinary Action

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.

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.

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.

3.6 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 an incident report to the Dean of Students Office and notify the appropriate academic associate dean.

CHAPTER 4 – DISCIPLINARY PENALTIES

To view the Board policies associated with this chapter, go to <http://pol.tasb.org/Policy/Code/304?filter=FM>.

4.1 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.

4.2 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 5 – APPEALING THE ADMINISTRATIVE DECISION

To view the Board policy associated with this chapter, go to <http://pol.tasb.org/Policy/Code/304?filter=FMA>.

5.1 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 tenth (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.

5.2 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.

5.3 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.

5.4 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 ten (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.

5.5 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 ten (10) College District business days of the hearing.

5.6 After the Hearing

The dean of students or designee shall notify the student in writing within ten (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 6 – APPEALING THE DISCIPLINARY APPEAL COMMITTEE'S (DAC) DECISION

To view the Board policy associated with this chapter, go to <http://pol.tasb.org/Policy/Code/304?filter=FMA>.

6.1 Appeal to the Designated Leadership Team Member

A student may, within ten (10) College District business days of receiving notice of the Disciplinary Appeal Committee's (DAC) 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 ten (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 ten (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.

6.2 Appealing Expulsion Recommendations to the Board of Trustees

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 ten (10) College District business days after receipt of the written response from the designated Leadership Team member, or, if no response was received, within ten (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 additional information, see Board policies BD (LEGAL) and BD (LOCAL) located online at <http://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 additional 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.

6.3 Petition to Revoke Expulsion

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 7 – REINSTATEMENT PROCEDURES

7.1 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.

7.2 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.



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.

District Campus Addresses and Map

Central Park Campus (CPC)

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)

9700 Wade Blvd.
 Frisco, Texas 75035
 972.377.1790

Spring Creek Campus (SCC)

2800 E. Spring Creek Parkway
 Plano, Texas 75074
 972.881.5790

Allen Center (AL)

Allen High School (AHS)

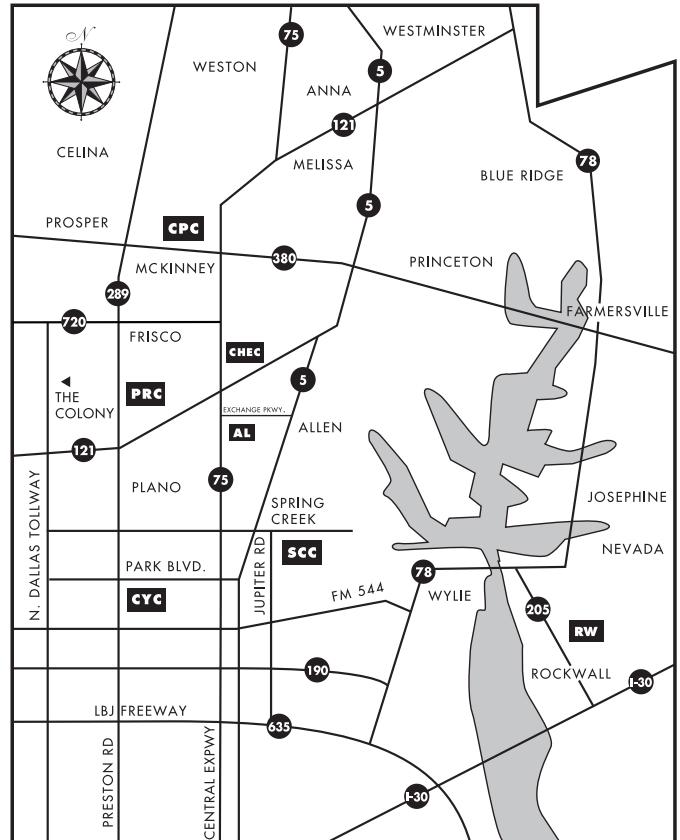
300 Rivercrest Blvd.
 Allen, Texas 75002
 972.377.1060

Rockwall Center (RW)

2610 Observation Trail
 Rockwall, TX 75032
 214.771.4573

Collin College Internet Address:

www.collin.edu



Campus Legend:

Allen Center, Allen, TX – AL

Central Park Campus, McKinney, TX – CPC

Collin Higher Education Center, McKinney, TX – CHEC

Courtyard Center, Plano, TX – CYC

Preston Ridge Campus, Frisco, TX – PRC

Rockwall Center, Rockwall, TX – RW

Spring Creek Campus, Plano, TX – SCC



CORE VALUES

We have a passion for:
Learning, Service and Involvement, Creativity and Innovation,
Academic Excellence, Dignity and Respect, Integrity



Central Park Campus (CPC)
2200 West 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)
9700 Wade Blvd.
Frisco, Texas 75035
972.377.1790

Spring Creek Campus (SCC)
2800 East Spring Creek Parkway
Plano, Texas 75074
972.881.5790

Allen Center (AL)
Allen High School
300 Rivercrest Blvd.
Allen, Texas 75002
972.377.1060

Rockwall Center (RW)
2610 Observation Trail
Rockwall, Texas 75032
214.771.4573

Collin College is an equal opportunity institution and provides educational and employment opportunities without discrimination on the basis of race, color, religion, sex, age, national origin, disability, veteran status or other legally protected class.

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Collin College Core Values

We have a passion for:

Learning • Service and Involvement • Creativity and Innovation
Academic Excellence • Dignity and Respect • Integrity