COLLIN COLLEGE

STUDENT HANDBOOK 2015-2016

PROMISE.
POWER.
PRIDE.

Collin Mission Statement

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

Philosophy and Purpose Statement

Through its campuses, centers and programs Collin County Community College District fulfills its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Technical programs, leading to associate degrees or certificates, 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 development services 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.

COLLIN COLLEGE

Student Handbook

2015-2016

name:

address:

phone:

email:

campus:

collin.edu

Collin College

2015-2016 Student Handbook

Collin College

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Fall Class Schedule

subject	instructor	office	telephone

TIME	MON.	TUES.	WED.	THUR.	FRI.	SAT.
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						

Spring Class Schedule

subject	instructor	office	telephone

TIME	MON.	TUES.	WED.	THUR.	FRI.	SAT.
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						

Directory

Allen Center (AL)

General Information 972.377.1060

Central Park Campus (CPC)

Student Services

Academic Planning (Advising) 972.548.6782
ACCESS. 972.548.6816
Admissions and Records. 972.548.6710
Bookstore 972.548.6680
Career Pathways Coordinator/Tech Prep 972.548.6723
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 - Career. 972.548.6747
Counseling Services - Personal. 972.548.6648
eCollin Support Center 972.881.5870
Financial Aid/Veterans Affairs 972.548.6760
Fitness Center 972.548.6891
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 Development Center. 972.548.6770
Student Life 972.548.6788
Student Technical Support 24/7 . . . . . 972.377.1777
Testing Center 972.548.6849
Transfer Programs 972.985.3734
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
Dean of Student Development Office. 972.377.1595
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
Business and Computer Systems. 972.377.1732
Communication and Humanities 214.491.6270
Developmental Education 972.881.5720
Engineering and Technology 972.377.1705
Fine Arts. 972.881.5107
Health Sciences and Emergency Services 972.548.6679
Mathematics…. 214.491.6270
Natural Sciences. 972.548.6679
Nursing 972.548.6772
Social and Behavioral Sciences. 214.491.6270

Collin Higher Education Center (CHEC)

Student Services
Associate Vice President - Academic Outreach 972.599.3121
Collin College Police Department 972.578.5555
Cougar News (Online College Newspaper) 972.758.3845
Information Center 972.599.3100
Transfer Programs 972.985.3734

Administrative Departments
ADA/Title IX/Section 504 Coordinator. 972.599.3159
Business Office 972.758.3820
Cashier's Office 972.758.3813
Dean of Enrollment and Student Success 972.377.1750
District President's Office 972.758.3800
Foundation (Scholarships) 972.599.3145
Plant Operations 972.599.3155
Public Relations 972.758.3895
Vice President of Administrative Services/CFO 972.758.3831
Vice President of Org. Effectiveness and HR 972.985.3781
Vice President of Student Development 972.599.3150

Collin Higher Education Center Four-year University Representatives
Texas A&M University-Commerce. 972.599.3122
Texas Tech University 972.599.3100
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 and Records 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

Divisions

Continuing Education 972.985.3750

Preston Ridge Campus (PRC)

Student Services

Academic Planning (Advising) 972.377.1779
ACCESS 972.377.1785
Admissions and Records 972.377.1710
Bookstore 972.377.1680
Collin College Police Department 972.578.5555
Cooperative Work Experience: Co-ops/Internships 972.377.1594
Counseling Services - Career/Personal 972.377.1781
eCollin Support Center 972.881.5870
Financial Aid/Veterans Affairs 972.377.1760
Fitness Center 972.377.1758
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 Development Center 972.377.1770
Student Life 972.377.1788
Student Technical Support 24/7 . . . . . 972.377.1777
Testing Center 972.377.1522
Transfer Programs 972.985.3734
Writing Center 972.377.1576

Administrative Departments

Cashier's Office 972.377.1638
Dean of Student Development Office 972.881.5902

eLearning 972.881.5870
Facilities Scheduling Coordinator 972.377.1743
Instruction Office - Lawler Hall (LH158)..... 972.377.1554
Instruction Office - Founders Hall (F243) 972.377.1506
Instruction Office - J Building (J240)..... 972.377.1064
Instruction Office - Library (L225) 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
Business and Computer Systems..... 972.377.1732
Communication, Humanities, Social and Behavioral Sciences . 972.377.1006
Developmental Education 972.881.5720
Fine Arts..... 972.881.5107
Science, Technology, Engineering, and Mathematics 972.377.1705

Rockwall Center (RW)

General Information 214.771.4573

Spring Creek Campus (SCC)

Student Services
Academic Planning (Advising) 972.881.5782
ACCESS..... 972.881.5898
Admissions and Records..... 972.881.5710
THE ARTS gallery 972.881.5873
Bookstore 972.881.5680
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 - Career..... 972.881.5781
Counseling Services - Personal..... 972.881.5126
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 972.881.5120
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
Recruitment and Programs for New Students 972.516.5047
Service Learning 972.881.5927
Student Computer Lab 972.881.5966
Student Development Center 972.881.5627
Student Life 972.881.5788
Student Technical Support 24/7 ..... 972.377.1777
Testing Center 972.881.5922
Transfer Programs 972.985.3734
Tutoring 972.881.5128
Wellness Center 972.881.5777
Writing Center 972.881.5843

Administrative Departments

Cashier's Office 972.881.5634
Dean of Student Development Office 972.881.5604
eLearning 972.881.5870
Facilities Scheduling Coordinator 972.881.5606
Instruction Office (B103) 972.516.5090
Instruction Office (K237) 972.881.5759
Plant Operations 972.881.5690
Texas Success Initiative (TSI) Information 972.548.6773
Vice President/Provost Office 972.881.5770

Divisions

Athletics 972.516.5025
Business and Computer Systems 972.377.1732
Communication and Humanities 972.881.5810
Developmental Education 972.881.5720
Engineering and Technology 972.377.1705
Fine Arts 972.881.5107
Mathematics and Natural Sciences 972.881.5880
Physical Education 972.881.5925
Social and Behavioral Sciences 972.881.5800
Weekend College 972.881.5801

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

Academic Planning Consultant (Advisor): As a member of the Collin College staff, academic planning consultants (advisors) assist students with information on various academic programs, Collin College procedures and services, degree requirements, and college transfer.

Academic Calendar: For the purpose of disciplinary proceedings, academic calendar days do not include weekends, college-recognized holidays, or days when the college is officially closed.

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 district president, senior vice president, vice presidents, associate vice presidents, deans, associate deans, and certain directors. For a complete list of administrators, please 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.

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

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 includes all developmental education and/or 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 a person 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 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.

Center for Academic Assistance: Located on the Central Park Campus in Room A104, the Center assists students with their academic success by providing group tutoring, an open seating study area, access to computers for editing papers or reviewing assignments and access to the internet, and college library. The Center for Academic Assistance is also home to the CPC Writing Center.

Century Court Apartments (CCA): An apartment community located just across the street from Collin College's Spring Creek Campus 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 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: Pursuant to the *Student Code of Conduct*, a complainant is an individual who has submitted an incident report or grievance and/or is named in an incident report as the alleged victim.

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

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 Substance 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 that 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 degree or certificate program at Collin College, to transfer to a college or university, and to complete their bachelor's degree 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 TSI (Texas Success Initiative) requirements. Courses are offered in math, integrated reading and writing, English as a Second Language (ESL), and college success.

Discipline Appeals Task Force (DATF): A group appointed by the district president as a part of the disciplinary appeal process for students. The DATF is available for students who choose to appeal the Dean of Student Development Office administrative decision of a violation.

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 an academic planning consultant (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 cigarettes 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 that a 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.

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

Fee: A charge, in addition to tuition, that Collin College 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 better GPA each semester and a cumulative GPA of 2.0 or better.

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 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 both inside and/or outside the classroom to enhance the learning experience.

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

Learning Communities: Blends two (2) or more courses around a common interdisciplinary theme to form one (1) integrated class where 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. Please refer to Section 5.24 *Mentor Program* 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 where students learn about campus resources and other skills leading to success at Collin College. Please refer to Section 5.25 *New Student Orientation*, 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 would need to 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.

Permanent Record: The cumulative record of 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.

Probation: A way to warn a student that his or her grades are below a certain standard. Probation also may be sanctioned for disciplinary reasons.

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 www.collin.edu.

Required To Withdraw: An administrative penalty that may be sanctioned by a dean of student development or designee for disciplinary reasons.

Respondent: Pursuant to the *Student Code of Conduct*, a respondent is an individual who has been named in an incident report or grievance for the alleged adverse action against the complainant.

RW: Abbreviation for Rockwall Center.

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. Please see Section 5.27 *Service Learning*, 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 not earned an associate degree.

Student: A person enrolled at Collin College in credit or noncredit classes.

Student Education Records: The cumulative record of 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 applied for disciplinary reasons (see the *Code*, Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*).

Syllabus: An outline, 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 that 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. Please consult with an academic planning consultant (advisor) on transfer courses.

Violation: Behaviors that can result in disciplinary action including, but not limited to, suspension and expulsion from Collin College, or the denial of a degree, diploma, or certificate.

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

Collin 2015-2016 Academic Calendar

FALL 2015

August 12	**All College Day (All Campuses Closed)**
August 24	Fall Classes Begin
September 7	**Labor Day Holiday (All Campuses Closed)**
September 8	Fall Census Date
September 18	**Plano Balloon Festival (Spring Creek Campus Closes @ 3 p.m.)**
September 19-20	**Plano Balloon Festival (Spring Creek Campus Closed)**
October 16	Fall Last Day to Withdraw
November 25-29	**Thanksgiving Holiday (All Campuses Closed)**
December 7-13	Fall Final Exam Week
December 24-January 3	**Winter Break (All Campuses Closed)**

SPRING 2016

January 7	**All College Planning Work Session (All Campuses Close @ 11:30 a.m.)**
January 18	**MLK Holiday (All Campuses Closed)**
January 19	Spring Classes Begin
February 1	Spring Census Date
March 7-10	**Spring Break (No Classes. All Campuses Open)**
March 11-13	**Spring Break (All Campuses Closed)**
March 18	Spring Last Day to Withdraw
March 25-27	**Spring Holiday (All Campuses Closed)**
May 9-15	Spring Final Exam Week
May 13	Collin 2015-2016 Commencement @ 7 p.m.

SUMMER 2016

May 16	3 Week May (Maymester) Classes Begin
May 17	3 Week May (Maymester) Census Date
May 20	3 Week May (Maymester) Last Day to Withdraw
May 30	**Memorial Day Holiday (All Campuses Closed)**
May 31	3 Week May (Maymester) Final Exams
June 6	5 Week June (Summer I) and 10 Week (Summer III) Classes Begin
June 14	10 Week (Summer III) Census Date
June 21	5 Week June (Summer I) Last Day to Withdraw
July 4	**Independence Day Holiday (All Campuses Closed)**
July 7	10 Week June (Summer III) Last Day to Withdraw
July 8	July 4th Make-up Day for 5 Week June and 10 Week Summer (MW) Classes
July 8	5 Week June (Summer I) Final Exams
July 11	5 Week July (Summer II) Classes Begin
July 15	Required Class Day for 5 Week July (Summer II) Classes
July 15	Required Class Day for 10 Week June (Summer III) MW Classes
July 22	Required Class Day for 5 Week July (Summer II) Classes
July 22	Required Class Day for 10 Week June (Summer III) TR Classes
July 26	5 Week July (Summer II) Last Day to Withdraw
August 8-9	10 Week June (Summer III) Final Exams
August 9	5 Week July (Summer II) Final Exams

Student Services

5.1 Academic Planning (Advising)

The Academic Planning (Advising) Department 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 planning consultant (advisor) and the student. Students can contact an academic planning consultant (advisor) in the Academic Planning (Advising) Department located within the Student Development Center on their campus. Successfully achieving academic goals requires active and timely participation from both students and academic planning consultants (advisors). Therefore, students are strongly encouraged to meet with an academic planning consultant (advisor) each semester to evaluate their academic progress and pre-plan their next registration. Academic planning consultants (advisors) and their phone numbers are listed by instructional division in the college catalog. The student responsibilities for academic planning are:

- Read and respond to your CougarMail
- Maintain regular contact with your academic planning coach/consultant during each semester
- Be an active learner by participating fully in the advising experience
- Keep a personal record of your progress toward meeting your academic goals
- Clarify goals and provide your academic planning coach/consultant with accurate information
- Be knowledgeable about Collin College instructional programs
- 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 at 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)

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self-identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include

the name and title of the person completing the report; their telephone number, address, and signature; the specific diagnosis; current functional limitations related to the educational setting; and the projected duration of the condition. 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.

It is the student's responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least two (2) to five (5) days in advance, due to limited space. 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. Please 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 do not automatically transfer into the college setting. Students need to provide required documentation and apply with the ACCESS Office at least one (1) month before classes begin.

The coordinator of student support services gathers the required paperwork for the Deaf/blind tuition exemption. The student must bring the following information to be considered for a tuition exemption: certificate of deafness or blindness; letter of good moral character; high school transcript, diploma, or GED; statement of purpose with degree or certificate declared; proof of residency; and meet all other entrance requirements as outlined by Admissions and Records. This information should be provided to the ACCESS Office 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 notify the coordinator of student support services at 972.881.5128, or contact the SCC 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 D118(I) at CPC, F118 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, 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 handbook.

5.5 *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 further 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.

5.6 Athletics

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/.

5.7 Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS)

The Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS) is an intensive program for talented 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 contact the Mathematics and Natural Sciences Division at 972.881.5880.

5.8 Center for Scholarly and Civic Engagement (CSCE)

The Center for Scholarly and Civic Engagement (CSCE) fosters student learning, leadership development and civic responsibility through student and community-centered experiential programs that engage students, faculty and community partners in interactive, collaborative, and reciprocal partnerships. These opportunities develop skills, strengthen character, challenge the intellect, and address community global, national, and local issues through critical thinking, research, service, and hands-on application of knowledge. This commitment to the Collin College Core Values serves as a catalyst to create deeper learning for students, while building effective servant leaders and instilling democratic values of citizenship and civic engagement.

The CSCE collaborates with faculty, students, and community partners in offering learning opportunities through Service Learning, Leadership Development, Civic Engagement and other Academic faculty-led programming. Service Learning is foundational to Collin College's commitment to the Core Value of Service and Involvement, and includes faculty-led outreach and community partnerships that link learning objectives in the classroom to effective service in the community through Service Learning projects. Student Leadership Development programming includes: the summer "Leading the Pride" Camp; LEAD co-curricular workshops, movie nights, special speakers, and the Ropes Course; Phi Theta Kappa International Honor Society and Community Ambassadors. In addition, the CSCE supports the incorporation of leadership principles into core academic courses through the Leadership Development Institute (LDI). Civic Engagement opportunities include Community College Day at the Capitol, Rock the Vote, Debate Watch, Alternative Breaks, Collin Serves, the Face of Homelessness, community roundtables, and poverty simulations. The CSCE also facilitates informational events such as Community Partner Fairs and Emergency Prep and Response Fairs. Finally, the CSCE supports collaborative efforts in academic programming, including the Book in Common, Constitution Day, and the Distinguished Speaker Series.

Collaborative community partners include area nonprofit organizations, county and city governments, educational institutions, health care agencies, the fine arts community, and small business. College partnerships include collaborations with Emerging Scholars, the Honors Institute, Learning Communities, Phi Theta Kappa, Psi Beta, Student Life, Student Government Association, and other student organizations.

For more information on the Center for Scholarly and Civic Engagement, call 972.881.5927, email csce@collin.edu or 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. Hours of operation are Monday-Friday from 7:30 a.m. to 5:30 p.m.

For more information or a fee schedule, contact the lab school at 972.881.5945.

5.10 College Success Course (COSU 0300)

This study skills course offers students an opportunity to explore various methods and techniques for improving study skills and habits, including: goal setting, time management, note taking, reading, communication, test preparation, test taking, problem solving, and learning preferences.

5.11 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 a student 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 and access student computer labs, and online classes that use Blackboard.

5.12 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, please visit www.collin.edu/chec/ or call 972.599.3100. Parking in the adjacent parking garage is encouraged.

5.13 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. Please 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 major. 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 field 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.

5.14 *Cougar News* (Online College Newspaper)

The *Cougar News* is a comprehensive online college newspaper publication created by the Public Relations Department. The college newspaper contains articles related to student accomplishments and interests, faculty and staff innovations, and news. Staff and students are encouraged to submit articles. The college newspaper is available on the college website and individuals may also subscribe to receive *Cougar News* via email. For further information, contact the Public Relations Department.

5.15 CougarWeb

Using CougarWeb, students can view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, and more. Log in to CougarWeb http://cougarweb.collin.edu/.

5.16 Counseling/Career Services

Eligibility: currently enrolled students

- Exploring concerns in a nonjudgmental setting
- Tapping into internal strengths and resources
- Achieving clarity of thoughts and feelings
- Managing overwhelming situations
- Improving communication and coping skills

- Promoting optimal mental health
- Identifying avenues of learning, growing, healing, and changing
- Enhancing educational and academic success
- Developing career plans and goals
- Job search skills-résumés and interviewing
- Student employment: studentjobs@collin.edu
- Resources and referrals
- Professional and confidential
- Offices at CPC, PRC, SCC
- Evening hours by appointment
- Contact personalcounseling@collin.edu or career@collin.edu

5.17 Emerging Scholars

Recognition is the goal of the Emerging Scholars ceremony at Collin College. Each year, professors identify students who excel and show outstanding scholarship potential and advocate them for recognition as Emerging Scholars. The achievements of students who are acknowledged as Emerging Scholars serve as benchmarks for a leadership role. Collin College Emerging Scholars have gone on to become solid examples of academic excellence. In the past, selected Emerging Scholars have received scholarships to attend The University of Texas at Dallas or to continue their education at Collin College.

5.18 Fitness Centers

Students may use the Fitness Center at CPC, PRC, or SCC during the times posted. Students are encouraged to attend free wellness activities, which are listed at each campus. For further information and hours of operation, contact the Fitness Centers (CPC: 972.548.6891, PRC: 972.377.1758, or SCC: 972.881.5848).

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.).

5.19 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 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 Director at your home campus.

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 learning communities courses currently offered, visit www.collin.edu/academics/learningcommunities.

5.21 Libraries

- Assistive technology
- Black/white and color printers
- Check out 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 - Wi-Fi and computers
- Interlibrary loan
- Library orientation and instruction
- Print and electronic periodicals
- Photocopy machines
- Professional librarians
- Scanners
- Science Model Study Room (CPC, SCC)
- Study rooms

5.22 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.

5.23 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 planning consultant (advisor). In order to have academic holds removed, a student must bring their 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 *Registration Guide* "Important Dates" for specific deadlines.) The admissions process must be fully completed prior to the MAPP registration deadline for each term. Please 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. Please refer to the *Collin College Catalog* for further details.

5.24 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, contact the Office of Recruitment and Programs for New Students at 972.516.5047.

5.25 New Student Orientation

All first-time students to Collin College should attend New Student Orientation. 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.

For additional information including dates and reservations, please call 972.377.1750, email orientation@collin.edu, or visit www.collin.edu/orientation.

5.26 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, 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 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 Collin College bookstore website at http://bookstore.collin.edu/.

5.27 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 to the community.

For more information on Service Learning, call 972.881.5927, email csce@collin.edu or go to www.collin.edu/academics/servicelearning.

5.28 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. The ambassadors are paid and have the opportunity to set their own work schedules. For more information, contact the Recruitment and Programs for New Students Office (SCC: 972.516.5047, PRC: 972.377.1627 or CPC: 972.881.5638).

5.29 Student Computer Labs

Student Computer Labs provide currently enrolled 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 prints per semester and charges 10 cents per page after 300.

5.30 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.html.

5.31 Student Government Association (SGA)

The purpose of SGA is to represent the needs and interests of the student body; provide input to Collin College policy decisions; and to 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 Services, Computer Labs, Admissions and Records, Fitness Center, Library,

Math Lab, Student Life, and the Testing Center. Student ID cards are produced by Student Life. Student ID card office hours are as follows:

CAMPUS	RM NUMBER	DAYS	TIMES
Central Park Campus	C119	Monday, Tuesday Wednesday Thursday, Friday	8 a.m. - 5 p.m. 8 a.m. - 8 p.m. 8 a.m. - 5 p.m.
Preston Ridge Campus	A185	Monday, Tuesday Wednesday, Thursday, Friday	8 a.m. - 8 p.m. 8 a.m. - 5 p.m.
Spring Creek Campus	F130	Monday - Thursday Friday	8 a.m. - 8 p.m. 8 a.m. - 5 p.m.

Once a student has registered and paid for their 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. Students must present a valid picture ID and their College Wide Identification Number (CWID) before an ID card will be issued. The ID card will be valid district wide throughout the student's enrollment at the college. Student ID cards 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 for 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 Life for more information.

5.33 Student Life

- Banner reservations
- Campus posting
- 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
- Internet access (PRC)
- Leadership training
- Local fax service
- Lost and found (CPC, PRC, and SCC)
- Student ID Cards
- Student officer training
- Student organizations
- Student Organization Office (CPC, PRC, and SCC)

5.34 Student Organizations

Collin College shall provide 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 that are 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 regulations, procedures, or administrative rules, 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 Dean of Student Development Office 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 Life Office and/or see Board policy FKC (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

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 tips

For more information, please call 972.985.3734.

5.36 Tutoring

Online and group tutoring is available at no charge to Collin College students. Private tutoring is available to students at their own expense. Tutoring is available on a first-come, first-serve basis. For tutoring services or to apply to be a tutor, contact the coordinator of student support services at 972.881.5128.

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, access to college events, and bookstore discounts.

For more information, please call 972.985.3734 or visit http://transferu.collin.edu/ub.html.

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 – the Weekend College. Collin College's Weekend College offers students alternatives for those unable to attend college during the traditional time frame. The 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 express (eight-week courses or three-weekend courses) and standard 16-week formats.

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

5.39 Writing Centers

The Writing Centers provide students and community members with professional assistance on 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 conveniently posted in or near the centers, but walk-ins are welcome at posted times. Students who miss an appointment at the Writing Center without notifying the Center in advance or coming in to cancel will be denied access to the Center the following four (4) academic calendar days.

The Online Writing Lab (OWL) provides a free resource for students who seek writing help but are unable to visit any of the campus Writing Centers during operating hours. OWL tutors, like those of the campus Writing Centers, are degreed professionals with experience helping students in writing better compositions. An online consultant can be reached by emailing OWL@collin.edu.

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	9 a.m.-5 p.m.
Saturday	10 a.m.-4 p.m.

Spring Creek Campus (Room D203):

Monday-Thursday	8 a.m.-8 p.m.
Friday	8 a.m.-5 p.m.
Saturday	8 a.m.-5 p.m.
Sunday	1 p.m.-5 p.m.

Procedures

6.1 Academic Etiquette and the College Experience

Professors and students at Collin College share a responsibility to develop and maintain a positive learning environment. Students are asked to show respect to other students and to professors. As a citizen of the classroom, it is the student's responsibility to assist a professor's efforts to encourage and facilitate learning.

Students are accountable for their own academic progress and work. With that in mind, prompt submission of all work, according to the 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* (Chapter 2, Section 7-2.3 *Other Offenses*, Item T) to engage "in the disruptive use of electronic or digital media or telecommunication devices during class, Collin College labs and/or other learning environments." This includes social networking activities such as texting, talking on the phone, and Web browsing from laptops, Smart phones, or any other relevant electronic devices during class time. Please 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 class work of other students. In addition to individual course guidelines, please review the *Student Code of Conduct*, especially Chapter 1, Section 7-1.5 *Disorderly Conduct*, and Chapter 2, Section 7-2.2 *Scholastic Dishonesty* (including *Plagiarism*) and Section 7-2.3 *Other Offenses*.

Most professors regard tardiness as both an absence and as 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 behaviors that are both discourteous to other students and disruptive to the purposes of the course. Please refer to the *Student Code of Conduct*, Chapter 2, Section 7-2.3 *Other Offenses*, Item B (*Disruption*) and Item C (*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 want to provide students with the academic tools necessary to succeed in college and in the professional world upon the student obtaining a degree.

6.2 Admissions and Records

Family Educational Rights and Privacy Act of 1974 (FERPA)

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 through the mail, concerning any allegations 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 using the website http://cougarweb.collin.edu/. Students will need their CougarWeb username and password to access the system.

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

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*.

6.4 Bookstore

The bookstore is an auxiliary enterprise of Collin College. Textbooks are selected by the faculty and ordered through the bookstore. Textbooks are priced at industry standard. New books are priced at a 25 percent margin. Used books, which are priced at 75 percent of the new book price, are purchased from various sources. For information on store hours, contact the bookstore, or visit the bookstore website http://bookstore.collin.edu/.

Textbook Refunds

Students who change courses or select the wrong books, may return them for a refund under the following conditions:

1. Books are returnable during the first 10 calendar days of the fall and spring semesters, the first five (5) calendar days of the summer semesters, and by the second class day for Maymester.
2. Students must have their original register receipt to receive a refund. No cash refunds will be given on credit card sales.
3. Students should not write in new books until they are certain they have purchased the correct textbooks.

4. Access codes must be returned unopened in the original package. Books with access codes cannot be refunded if the access code has been used.
5. Defective books, missing pages, etc., purchased from Collin College bookstores will be replaced at no charge during the semester in which they are purchased.

Textbook Shortages
The bookstore makes every effort to have required textbooks by registration week. For various reasons, there may be shortages due to books being out of print or out of stock by the publisher, unexpected increases in enrollment, late placement of orders by the faculty, missing shipments, and/or human error. Every attempt is made to minimize these problems.

Textbook Buyback
Books are bought back during final exams each semester, up to 50 percent of the original purchase price will be paid, subject to the following conditions:

1. Books must be in clean, salable condition.
2. Books must be required for use by the college during the next semester.
3. Books must be current editions.
4. Books not used in the upcoming semester may have wholesale value.
5. Books with torn covers, excessive markings, or water damage cannot be bought back.

Payment and Check Cashing
MasterCard, VISA, and Discover cards, as well as cash and checks, are accepted as payment. When writing a check or using a credit card, students must show a Collin College student ID card. With proper identification, checks may be cashed for $10 with or without a purchase.

6.5 Campus Postings

Collin College provides opportunities for students, staff, faculty, and community to publicize approved information only in areas or locations designated by Student Life, in conjunction with the campus vice president/provost and the director of plant operations. Student Life serves as the approval center for general campus posting. No person or organization may post a sign that is obscene or libelous or that contains non-permissible solicitation (see Student Life 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 Career Services 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 Commissioned 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 complete 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* (*Code*), Board Policies, Collin College regulations, procedures, and administrative rules, including motor vehicle laws, will be enforced on all Collin College campuses. Collin College police officers patrol all district campuses 24 hours a day, seven (7) days a week. If assistance is needed, call 972.578.5555 or ext. 5555 from any campus phone. In a medical emergency call 911 and then call 972.578.5555. For further information on Collin College Police Department policies and procedures, refer to their website www.collin.edu/campuspolice/.

Contacting Police to Report an Incident

If the incident occurred on campus, contact the Collin College Police Department (CCPD). CCPD Dispatch can be reached 24 hours a day at 972.578.5555, or simply dial 5555 from any campus phone. The CCPD 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 CCPD cannot guarantee the confidentiality of information included in reports of crime. Confidential reports of crime may also be made to Collin College Police Crime Stoppers.

If the incident occurred off campus, the victim should contact the appropriate police department in his or her home city and/or 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, the respondent's name, and details of the incident. For more information regarding CCPD 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, Collin College's chief of police or a designee 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 incidents involving students; 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 or 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 *Code*, Chapter 1, Section 7-1.1 *Authorized Use of Facilities*, Item B, 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.

Alternate Contact Information
All students have an opportunity to submit alternate contact information to the Collin College Police Department. This information may be used to contact the student in case of an emergency.

Campus Security Authorities (CSAs)
A CSA is a Collin College employee who has significant responsibility for student and campus activities. For more information or a list of CSAs contact the Collin College Police Department at 972.578.5555.

Citations
All citations issued by the Collin College Police Department are court citations issued into 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 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 the warned person from re-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 of all Collin College property 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*, Chapter 4, Section 7-4.1. Students involved in illegal acts may be arrested and face criminal prosecution.

Registered Sex Offenders
Please refer to Section 6.22 *Registered Sex Offenders*, for more information.

Searches
Please refer to Section 6.26 *Searches* for more information.

Timely Warnings
In the event a situation arises, either on or off campus, that in the judgment of the chief of police or designee constitutes an ongoing or continuing threat, 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 Section 6.7 *CougarAlert* 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 structures). In the interest of safety, operating or riding skateboards, longboards, scooters, and/or rollerblades, etc. is prohibited on any Collin College property.

Weapons on Campus
Possession of firearms or illegal weapons on campus or at Collin College-sponsored events is illegal, except for commissioned police officers as prescribed by law. See the *Code*, Chapter 2, Section 7-2.3 *Other Offenses*, Item M, for more information.

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 for evacuation, inclement weather, power outages, or unscheduled closure but not for promotional purposes. During emergencies, go to www.collin.edu for details. If a closure notice is not posted on the website, the college is open. 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 www.collin.edu/cougaralert.html for instructions. (Standard text messaging fees from service providers may apply.)

6.8 Crime Statistics

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., CSAs), and local law enforcement agencies. Anonymous reports are counted and disclosed in the crime statistics. The full text of this report is available on the web at www.collin.edu/campuscrimestatistics/.

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 Life (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, the 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, Mega

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 972.578.5555 or ext. 5555 from any campus phone.**

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

Central Park Campus: An alternate phone number for the Collin College Police Department at CPC is Plant Operations at 972.548.6690.

Collin Higher Education Center: An alternate phone number for assistance at CHEC is Plant Operations at 972.599.3155.

Courtyard Center: An alternate phone number for assistance at CYC is Plant Operations at 972.985.3777.

Preston Ridge Campus: An alternate phone number for the Collin College Police Department at PRC is Plant Operations at 972.377.1690.

Rockwall Center: Report security issues to the site coordinator at 214.771.4573. If it is an extreme emergency that is life threatening, go to the nearest phone and dial 911 or contact the Rockwall Police Department at 972.771.7721.

Spring Creek Campus: An alternate phone number for the Collin College Police Department at SCC is Plant Operations at 972.881.5690.

Off-campus Locations: If an emergency arises, notify a faculty member immediately. He or she will notify the appropriate administrator.

For more detailed information on emergency procedures, please 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. A primary purpose of the Collin College 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, please 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, that 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* and 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 January 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. A file is considered having met the priority deadline if the FAFSA is on file, and any/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 their spouse or family, is expected to contribute financially toward the cost of their education. EFC's within a particular range (varies by year and consists of those students determined to have the "most need") will be eligible for 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 College District 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 students 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 otherwise 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 2014-2015 academic year was 4.66 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 2014-2015 year was 7.21 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
- Have an EFC as determined by FAFSA of $2,000 or less for initial awards, and unmet need for renewal awards
- Are enrolled in at least six (6) hours (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. (Please 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 their coursework.

For additional information about either of the above grants, please 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 a 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 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. Please note, the evaluation takes place at the end of fall, spring and the 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. Please 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; 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 student received passing grades are counted toward attempted hours. Please 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 percent of the published length of the program. For example, a certificate program that requires 30 hours would have a maximum time frame of 45 credit hours.

All hours, including those taken while not receiving Title IV aid, those taken under a different major, hours attempted during summer session, remedial hours, ESL hours and 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 a grade of F, W, and/or I 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 does not go away and can only be removed with an appeal for rare, extenuating circumstances. Note: All outstanding charges must be paid before an appeal can be considered.

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 percent or higher.) If the student is not making satisfactory academic progress by the end of the semester, they 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 where 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. Please note that appeals will not be accepted without documentation and that 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 condition 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 that the student faced and what measures have been taken so that 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 student was required to give care to the family member and other rare, exceptional circumstances that prevent a student from attending class.

A student who meets the condition to appeal must complete and submit the Financial Aid Request for Extension of Max Hours form, and a degree audit, 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 that the student faced and what measures ***have*** been taken so that 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 percent.

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 percent 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 percent point in the term. After the 60 percent 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 (FA)/Veterans Affairs (VA) 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.
3. Ensure all official transcripts from prior institutions are submitted to the degree plan coordinator (Admissions and Records Office) for transfer evaluation.*

PLEASE 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 course(s) 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 student's 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. PLEASE 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 any transcripts from any schools in attendance during the break.

ALL DEGREE PLAN CHANGES MUST BE MADE THROUGH THE FINANCIAL AID/VETERANS AFFAIRS OFFICE. Please contact the FA/VA 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 FA/VA 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
Please refer to Section 6.25 *Scholarships, Collin College Foundation*, 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, please ask a staff or faculty member.

6.14 Freedom from Capricious Grading

Students have a 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 dean or academic chair. 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 Section 6.15 *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.

Capricious Grading
As the term is used herein, is limited to one (1) or more of the following:

A. the assignment of a grade to a student on some basis other than performance in the course;
B. 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
C. 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:

A. 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 chair (or designee) to act for the professor.

B. If, after consultation with the professor (or designee), the student believes that a grade is capricious, the student shall confer with the appropriate academic dean. The dean shall consult and advise with both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.

C. If steps (A) or (B) 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 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 has not been 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) business days to provide the requested documentation. If the requested documentation is not received within the five (5) business days, the student will be sent a second notice via CougarWeb requesting the supporting documentation. The student will be given five (5) business days to submit the requested documentation. If the requested documentation is not received after five (5) business days from the second notice, the grade appeal will be submitted to the Grade Appeals Board as is.

D. If a student does not take steps A and/or B, 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 A and/or B 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:

A. request a hearing with the GAB;

B. present evidence allegedly proving that the grade is capricious as defined above; and

C. 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 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:

A. that the grade was not assigned capriciously and the grade will stand as assigned; or
B. 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.

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 will be final.

A. At all points of the decision, the student, the professor, the academic dean, and any parties involved will be notified after each decision has been reached.
B. If the grade is changed, the Grade Change Form will be completed by the appropriate vice president/provost and submitted 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.
C. In accordance with Collin College personnel procedures, no decision of the Grade Appeals Board, by itself, will be a basis for disciplinary action against a professor.
D. 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 dean. If the matter is still not resolved, the student may appeal to the appropriate vice president/provost.

Non-capricious Grading

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 the College District, 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.

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.

A. 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 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 has not been 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) business days to provide the requested documentation. If the requested documentation is not received within the five (5) business days, the student will be sent a second notice via CougarWeb requesting the supporting documentation. The student will be given five (5) business days to submit the requested documentation. If the requested documentation is not received after five (5) 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:

A. 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 chair (or designee) to act for the professor.

B. 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 dean. The dean shall consult and advise with both the professor and student, separately or together, in an effort to reach an understanding resolution of the matter.

C. If steps (A) or (B) 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 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.

D. If a student does not take steps A and/or B, 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 A and/or B have been taken.

Petitioning for a Grade Appeal Hearing

The petition should be written to:

A. request a hearing with the GAB;
B. present evidence allegedly proving that the grade is in error; and
C. 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 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:

A. that the grade was not assigned in error and the grade will stand as assigned; or
B. 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. The student will be notified in writing of that decision.

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 will be final.

At all points of the decision, the student, the professor, the academic dean, and any parties involved will be notified after each decision has been reached.

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

6.16 Health Information

Collin College is dedicated to the total well-being of its students. Health fairs, alcohol and drug awareness programs, and aerobic and other fitness courses are geared toward student wellness.

The College District policy regarding communicable diseases FDAD (LOCAL) is available at http://pol.tasb.org/home/index/304.

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

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 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. Bacteria that cause meningitis may also infect the blood. Several different types of bacteria can cause meningitis. The leading cause of bacterial meningitis in the U.S. is *Neisseria meningitidis*, also called *meningococcal meningitis* (CDC, *Signs and Symptoms*, 2015). Bacterial meningitis strikes 1,000–1,200 Americans each year (CDC, *Vaccine Information Statement*, 2011).

According to the Centers for *Disease Control (CDC)* (*Signs and Symptoms*, 2015), *symptoms may vary but may include some or all of the following:*

- Sudden onset of fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion
- Severe headache
- Stiff neck
- Seizures
- Vomiting
- Nausea

In addition to the symptoms listed above, an individual may also 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?
Neisseria meningitidis bacteria are spread through the exchange of respiratory and throat secretions like spit (e.g., by living in close quarters, kissing). Sometimes *Neisseria meningitidis* bacteria spread to people who have had close or lengthy contact with a patient with meningococcal disease. People in the same household, roommates, or anyone with direct contact with a patient's oral secretions, meaning saliva or spit, would be considered at increased risk of getting the infection. (CDC, *Causes and Transmission*, 2015).

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, young adults ages 16-21, 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*, 2011).

What are the possible consequences of the disease?
While most people recover fully, 10-15 percent of people who have blood or brain infections caused by *Nisseria meningitidis* will die (National Meningitis Association, 2014). About 20 percent of people who survive meningococcal disease will have permanent disabilities such as hearing loss, brain damage, loss of kidney function or limb amputations (National Meningitis Association, 2015).

How can the disease be prevented?
According to the National Meningitis Association (2014), "Vaccination offers the best protection against meningococcal disease." However, practicing good hygiene is also important, since an infected person can transmit the disease through close contact or through air droplets when they cough or sneeze.

Can this disease be treated and where can I obtain the meningococcal vaccine?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur (CDC, Vaccination Information Statement, 2011).
- These vaccinations are effective against four (4) of the five (5) most common bacterial types in the U.S., but the vaccine does not protect

against all types of meningitis (National Meningitis Association, 2014). The cost of the vaccine varies. The vaccination takes 7-10 days to become effective and develop protective antibody levels (MacNeil & Cohn, 2012).
- Vaccinations are available through local health care providers, many pharmacies, and county healthcare services.
- Collin County Healthcare Services offers the vaccine to children and adults. Individuals age 18 and younger may qualify to receive the meningococcal vaccination at a reduced cost.

What are the risks and possible side effects?
- The most common side effects are redness and minor pain at injection site for up to two (2) days. Additional side effects are listed in the CDC Vaccine Information Statement (2011).
- According to the CDC Vaccine Information Statement (2011), individuals who are moderately or severely ill should wait until they recover to obtain the vaccine.
- There are certain individuals who should not get the meningococcal vaccine. Refer to the CDC Vaccine Information Statement (2011) listed below for more information.

How can I find out more information?
- Contact a local healthcare provider.
- Contact Collin County Healthcare Services at 972.548.5532 or visit their website at www.co.collin.tx.us/healthcare_services/.
- Contact the Texas Department of State Health Services, Infectious Disease Control Unit at 512.776.7676 or by email at feedback.IDCU@dshs.state.tx.us.
- Contact websites: the Center for Disease Control and Prevention (CDC) at http://www.cdc.gov/meningococcal/about/, or the National Meningitis Association at http://www.nmaus.org/meningitis/.

Sources:

Centers for Disease Control and Prevention (CDC). *Signs and Symptoms*. Retrieved March 13, 2015, from www.cdc.gov/meningococcal/about/symptoms.html.

Centers for Disease Control and Prevention. (CDC). (2011, October 14). Vaccine information statement Meningococcal Vaccines: What you need to know. Retrieved March 13, 2015, from http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html.

MacNeil, J., & Cohn, A. (2012). Meningococcal disease. In S. W. Roush, L. McIntyre, & L. M. Baldy (Eds.), A. manual for the surveillance of vaccine-preventable diseases (5th ed.). (pp. 8-01 - 8-11). Retrieved March 13, 2015, from http://www.cdc.gov/vaccines/pubs/surv-manual/index.html.

National Meningitis Association (NMA). *Disease and Prevention Information*. Retrieved March 13, 2015, from http://www.nmaus.org/disease-prevention-information/.

Note: The bacterial meningitis information listed above is for informational purposes only, and it is not a substitute for medical advice or treatment, consult with your physician or other healthcare provider.

First Aid
Although Collin College does not employ a nurse or physician, first aid kits are available at the Information Center, Fitness Center, Plant Operations, Student Life, and academic division offices. Additionally, Automated External Defibrillators (AED) and emergency wheel and stair chairs are available in various locations on each campus.

Immunizations
Due to recent measles outbreaks, the Texas State Board of Health is requesting that 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
The College District 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
- 5 Week June term - last Friday in June
- 5 Week July term and 10 Week June term - last Friday in July

For detailed information, see FDAC (LOCAL) at http://pol.tasb.org/Policy/Code/304?filter=FDAC or the Dean of Student Development Office at the Central Park, Preston Ridge, or Spring Creek Campuses.

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 the website http://ftp.collin.edu/ladams/new_wellness/index.htm.

6.17 Libraries

Libraries are located at 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.

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 account.

Expectations of Users: Please see the 7-1.5 section of the Student Handbook regarding Disorderly Conduct. 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 cellular phone free zones. Damage or theft of library materials or equipment can result in fines and/or disciplinary action.

Policy on Minors: Minors (persons less than 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 Life 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 Life Offices, and Collin College Police 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, curb-to-curb, public transportation for Collin County Rural Areas. TAPS also provides regularly scheduled, fixed route, city bus service in the City of McKinney. The Airport Hop shuttle provides service to DFW Airport and Love Field Airport. For route information, fares, hours of operation, and to purchase tickets or passes, please visit their website at http://www.tapsbus.com or contact TAPS at 800.256.0911.

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 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 Admissions and Records Office.

6.24 Repeating Courses

Grades of all courses taken will be recorded on the student's transcript. The highest grade earned will be used in computing the grade point average and applied toward degree or program requirements. Beginning fall 2002, a course in which a grade (including W) has been received can be repeated only one (1) time to replace the grade. The grade received does not affect the student's ability to repeat a course. Registration holds will be placed on courses that have been attempted twice.

When a course is repeated:

1. Only one (1) course/grade will be counted in a student's GPA.
2. The highest grade will be used in GPA calculations.

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

Veterans should consult the Director of Financial Aid/Veterans Affairs before repeating any course. Students planning to transfer to another college or university should check with a Collin College academic planning consultant (advisor) or with receiving institutions for their repeat policies. See the *Registration Guide* for details on specific courses.

6.25 Scholarships, Collin College Foundation

Thanks to the generosity of individuals, friends, alumni, corporations 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 enrolled at Collin College.

Students can apply online at www.collin.edu/foundation/students during the open application cycles. Note: cycle dates can vary, so check the Foundation website at http://www.collin.edu/foundation/ for updated information. Scholarship awards are made twice (2 times) per academic year, fall and spring. For more information, contact the Foundation at 972.599.3145 or scholarshipcoordinator@collin.edu.

6.26 Searches

A law enforcement officer with probable cause may search a student's personal possessions as authorized by law. Collin College officials may search a student's personal possessions if there is reasonable cause to believe that they contain articles or materials prohibited by Collin College policy; the *Student Code of Conduct*; and/or local, state, or federal laws or regulations. These restrictions shall not apply to searches of Collin College property or facilities, see Board policy FLC (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

Collin College officials may question a student regarding the student's own conduct or the conduct of other students. In the context of college discipline, students have no claim to the right not to incriminate themselves.

All persons are responsible for the security of any vehicle, bag, or other item they own, possess, or bring onto Collin College property or to a Collin College event. No person shall own, possess, place, keep, or maintain any article or material that is prohibited by law or Collin College policy in items, vehicles, or on Collin College property or at a Collin College-sponsored event. If a vehicle subject to a search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, Collin College may contact the Collin College Police Department and/or local law enforcement officials and turn the matter over to the proper agency.

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

6.27 SOBI (Strategies of Behavioral Intervention) Committee

Collin College's Strategies of Behavioral Intervention (SOBI) Committee provides a process to refer, report, assess, and assist students who may display various levels of distressed, disturbed, and/or unregulated behavior. SOBI responds to distressed and threatening behavior by providing assistance and/or redirection while preserving a constructive learning environment.

SOBI actions are not a substitute for disciplinary procedures. Reports of *Student Code of Conduct* violations will be referred directly to the Dean of Student Development Office for disciplinary action.

To refer concerning behavior, submit a referral online at http://www.collin.edu/studentresources/SOBI/index.html or contact SOBI directly at sobi@collin.edu.

6.28 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 development 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 development 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 *Code*, Chapter 1, Section 7-1.1 *Authorized Use of Facilities*).
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 development 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 development, 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 development, 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 development,

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 development 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. See Board policy FI (LOCAL) for more information.

Fund-raising
Only organizations or individuals authorized by Collin College shall be allowed to sponsor and engage in fund-raising 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 development, or designated campus/center representative. Any other fundraising activities shall be submitted in advance for consideration to the Collin 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 nonpermissible 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. See Board policy FLA (LOCAL) for additional information.

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 district president or designee.

6.29 Student Expression

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.

All Collin College student organization activities must be pre-registered and approved through Student Life. The facilities scheduling coordinator shall assign priorities to requests for the use of Collin College facilities in accordance with the guidelines listed in the *Code*, Chapter 1, Section 7-1.1 *Authorized Use of Facilities*. Collin College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of Collin College or interfere with the rights of others.

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 Section 6.28 *Solicitation On Campus*, of the Student Handbook. Speech that is not protected includes fighting words, language that creates a hostile environment, slander/libel, and obscenity.

6.30 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 are 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.**

6.31 Student Right to Know

Under the terms of the *Student Right to Know Act*, Collin College maintains and annually updates student persistence, graduation rates, transfer rates, and other relevant statistics. To access this information, go to Collin College's Institutional Research Office website at www.collin.edu/aboutus/statistics/.

6.32 Student Self-service Enrollment Verification

This program provides students with online access to enrollment verification services from 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 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.

6.33 Student Suggestions and Concerns

The Dean of Student Development Office addresses issues such as student rights and student concerns. Individuals with questions or concerns can contact the dean of student development on the appropriate campus (CPC: 972.377.1595, PRC: 972.881.5902, or SCC: 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.

6.34 Student Travel

Student travel must have a Collin College direct instructional benefit. Travel is defined as any approved Collin College-related activity during or outside of usual working hours taking place anywhere other than a campus location. Students may be approved to travel with Collin College for three (3) reasons: academic-related travel, athletic-related travel, and student organization travel.

Behavior
Students shall adhere to the *Student Code of Conduct* located in Section 7 of this handbook.

Custodian of Records
The academic dean shall be the custodian of all liability waivers for academic student travel. The athletic director shall be the custodian of records for all athletic liability waivers for athletic travel. The director of student life shall be the custodian of liability waivers for travel associated with participation in a student organization.

Daily Meeting
Students shall be required to meet as a group at least once per day during the period of travel with their advisor, advisor of record, faculty member, or other responsible party. These meetings shall give the group an opportunity to touch base, address any issues, and communicate information. Students shall be expected to arrive to programs and events on time and attend all sessions. Attending optional activities shall be at the discretion of each individual.

Liability Waiver Form
Each student participating in student travel shall complete a liability waiver form or an athletic liability waiver form, as appropriate. A list of all attendees and copies of each waiver shall be on file with the appropriate custodian of records, as defined above, at least three (3) academic calendar days (not including weekends) prior to departure. The advisor, advisor of record, faculty member, or other responsible party shall have copies of each student's waiver in his or her possession throughout the trip.

Lodging Provisions
Students shall not share a room with an advisor, advisor of record, faculty member, or other responsible party. Students shall only room with fellow students of the same sex and each student shall have his or her own bed. Students shall not change their room assignment without prior permission from the advisor, advisor of record, faculty member, or other responsible party.

Transportation
Students traveling together on a Collin College-sponsored trip in a College District-owned or -leased vehicle or in a common carrier shall use the same mode of transportation for traveling to and returning from the designated activity. Students who need to leave a trip early, stay late, or travel in a different manner must execute and submit a *Release of Liability via Alternative Transportation* form to the appropriate dean or vice president at least five (5) academic calendar days prior to the date of the scheduled travel.

Collin College employees shall not transport students in personal vehicles. Advanced written approval from the appropriate administrator shall be obtained before any Collin College employee transports students in a College District-

owned or -leased vehicle. Travel arrangements for student groups shall be made in accordance with administrative regulations. Collin College employees are prohibited from organizing and/or sanctioning students to carpool to events.

Acceptable forms of transportation include but are not limited to:

1. A student's personal vehicle (if the distance traveled is less than 60 miles).*
2. A student's personal vehicle for distances over 60 miles, with prior written approval from the appropriate campus vice president/provost for academic travel, or vice president of student development or designee for student organization travel.*
3. College District-owned or -leased vehicles.
4. A common carrier (plane, bus, train). *NOTE: Bus companies must provide insurance documentation showing a minimum of five (5) million dollars in coverage.*

* *A student who elects to take his or her own vehicle or transportation not provided by Collin College must execute and submit the Release of Liability via Alternative Transportation form to the appropriate vice president at least five (5) academic calendar days (not including weekends) prior to the date of the event. For academic events, this form should be submitted to the appropriate academic dean and campus vice president/provost. For student organization events, this form should be submitted to the director of student life and the vice president of student development or designee.*

Only Collin College employees or contracted transportation company drivers of Collin College shall be authorized as drivers of College District-owned or -leased vehicles. Any vehicle worth more than the maximum insured amount stated on the College District's automobile insurance policy leased for the purpose of transporting students shall have the loss damage insurance purchased.

Travel Exceptions

Any exceptions to the student travel policy must be requested in writing and approved by the appropriate vice president prior to travel. For academic or athletic travel contact the appropriate campus vice president/provost. For student organization travel, contact the vice president of student development or designee.

Online Travel Orientation

All students, advisors, advisors of record, faculty, and other responsible parties traveling or meeting with students at an off-campus location for academic, athletic, or student organization activities must complete an online travel orientation once per academic calendar year (September 1–August 31). The online travel orientation must be completed at least three (3) academic calendar days (not including weekends) prior to travel. Individuals listed herein who have not completed the online travel orientation by the specified deadline will not be permitted to travel.

6.35 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 ACT (American College Testing Program) and CLEP (College-Level Examination Program). 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 media and telecommunication devices (e.g., PDAs, Blackberries, MP3 players, iPhone/iPod products, 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 their test collected immediately and the incident will be referred to the Dean of Student Development Office.
- Any individual not willing to comply with these procedures must make other arrangements for testing with their professor.

The last professor's test is issued one (1) hour before closing. During the 2015-2016 academic year, the Testing Centers are scheduled to be open during the following hours*:

Monday-Thursday	8 a.m. - 9 p.m.
Friday	8 a.m. - 3 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 http://www.collin.edu/studentresources/testing.*

6.36 Texas Success Initiative (TSI)

The Texas Success Initiative 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, please refer to the current *Collin College Catalog* or *Registration Guide* at www.collin.edu.

6.37 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 three (3) weeks after the first class day of the primary term. The complete refund policy is listed in the *Registration Guide*.

6.38 Vending Machine Refunds

Allen Center and Off-campus Locations: Refund procedures at these locations vary. Contact the staff for additional information.

Central Park Campus and Courtyard Center: Contact the Cashier's Office to receive a refund for money lost in vending machines.

Collin Higher Education Center: Contact the staff located in the Student Services Office, Room 120, to receive a refund for money lost in vending machines.

Preston Ridge Campus and Spring Creek Campus: Contact the dining facility for a refund for money lost in vending machines. If the dining facility is closed, contact the Cashier's Office.

Refunds for unsuccessful credit card purchases are issued by the vendor. Call the phone number noted on the vending machine.

6.39 Withdrawal Policy

Texas Education Code 51.907 Course Drop Limit Provisions.

Students who enroll as an entering freshman or a first-time college student in undergraduate courses at any Texas public community college, technical institute, health sciences institution, or any public university offering undergraduate courses must comply with the legislation of TEC 51.907.

TEC 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 will not begin to count dropped courses until the fall 2009 semester. For more information, please contact Academic Planning (Advising) or the Admissions and Records Office on any campus.

For details regarding withdrawal procedures at Collin College, see the *Registration Guide.*

Student Code of Conduct

Collin College students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

Collin College expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two (2) basic standards of behavior required of all students:

1. they 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. Students of Collin College neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey municipal and local laws, and laws of the State of Texas and the United States of America. They are expected to comply with the *Student Code of Conduct*, Board policies, Collin College regulations, procedures, and administrative rules. A student may be disciplined by Collin College for violating the *Student Code of Conduct*, including when the student is also punished by municipal, local, state, or federal authorities for the same act.

The *Student Code of Conduct* (hereafter referred to as the *Code*) applies to all Collin College students while attending Collin College, on Collin College property, and/or while attending Collin College-sponsored activities on or off campus. The *Code* states the role of students in disciplinary proceedings and grievances. Collin College has disciplinary jurisdiction over a person who was a student at the time he or she allegedly violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules. A student who withdraws from Collin College while disciplinary action is pending, or who is involved in misconduct that would subject him/her to disciplinary action after withdrawal, may be required to meet with a representative of the Dean of Student Development Office before re-enrolling or being readmitted to Collin College. Collin College reserves the right to apply appropriate disciplinary provisions to persons who participate in Collin College-sponsored activities, programs, meetings, registration, and/or advising sessions, but who are not enrolled students.

In the event that any provision in this *Student Code of Conduct* conflicts with the law 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 the *Student Handbook*.

7-1.1 Authorized Use of Facilities

A. Philosophy

Collin College is supported by public and private funds. Those who benefit most from its activities are students. However, since Collin College is supported by all individuals in its service area, Collin College 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 facilities scheduling coordinator shall assign priorities to requests for the use of Collin College facilities in accordance with Board policy. The 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/home/index/304. To reserve space or to obtain activity approval, student organizations should contact Student Life; all other parties should contact the facilities scheduling coordinator at the appropriate campus.

B. Children on Campus

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.

C. Animals on Campus

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

1. Instructional animals are those 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 are those that are individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. A service animal shall be under the control of its handler. A service animal shall have a harness, leash, other tether, or otherwise be under the handler's control (e.g., voice control, signals, or other effective means). Students with allergies to a service animal may request reasonable accommodations under the ADA (through Collin College's ACCESS Office). For additional information, see Board policies FAA (LEGAL) and GF (LOCAL) available on the web at http://pol.tasb.org/home/index/304.
3. All other animals shall not be permitted on any Collin College campus or in any College District facility.

7-1.2 Discrimination

Collin College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, national origin, disability, veteran status, or on 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 against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, national origin, disability, veteran status, or on any other basis prohibited by law, that adversely affects the student. For additional information, see Board policy FFD (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

Students who believe they have experienced prohibited discrimination or believe that another student has experienced prohibited conduct are encouraged to file a complaint as stated in the Code, Chapter 1, Section 7-1.10 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.

7-1.3 Harassment

Prohibited Harassment:
Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, national origin, disability, veteran status, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. otherwise adversely affects the student's educational opportunities.

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.

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 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 affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or creates an intimidating, threatening, hostile, or abusive educational environment.

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:

1. affects a student's ability to participate in or benefit from an educational program or activity; or creates an intimidating, threatening, hostile, or offensive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. otherwise adversely affects the student's educational opportunities.

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. See also dating violence and domestic violence as defined in the *Code*, Chapter 1, Section 7-1.8 *Prohibition Against Acts of Assault, Violence, and/or Stalking*.

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; and other sexually motivated conduct, communication, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-based Harassment:
Gender-based harassment is a form of sex discrimination and 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:

1. affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. otherwise adversely affects the student's educational opportunities.

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.

For additional information, see Board policy FFD (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

Students who believe they have experienced prohibited harassment, sexual harassment, sexual violence, and/or gender-based harassment or believe that another student has experienced prohibited conduct are encouraged to file a complaint as stated in the Code, Chapter 1, Section 7-1.10 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.

7-1.4 Retaliation

Collin College prohibits retaliation by a student or Collin College employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation. Examples 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. For additional information, see Board policy FFD (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

Students who believe they have experienced prohibited retaliation or believe that another student has experienced prohibited conduct are encouraged to file a complaint as stated in the Code, Chapter 1, Section 7-1.10 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.

7-1.5 Disorderly Conduct

Collin College prohibits any disruptive behavior that interferes with teaching, research, administration, discipline, functions, including public-service functions, or other Collin College-sponsored activities. Disorderly conduct shall include any of the following activities occurring on property owned or controlled by Collin College or at Collin College-sponsored functions:

1. Behavior of an unruly and rowdy nature such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting where there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a Collin College building to such an extent that the employees, officers, and other persons, including visitors, having business with Collin College are denied entrance into, exit from, or free passage in such building.

For additional information, see Board policy FLBH (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

7-1.6 Off-campus Conduct

When a student is alleged to have violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules during a Collin 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 Student Development Office determines that the conduct affects Collin College as stated above, disciplinary proceedings may be initiated pursuant to the procedures listed in this *Code*. The actions of the Dean of Student Development Office may be independent of any outside or local law enforcement authority.

7-1.7 Hazing

Collin College prohibits hazing on College District 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 the 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 Student Development 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 institutional 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 Student Development 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. For additional information, contact the Dean of Student Development Office or see Board policies FLB (LOCAL) and FLBC (LEGAL) available on the web at http://pol.tasb.org/home/index/304.

7-1.8 Prohibition Against Acts of Assault, Violence, and/or Stalking

Students are prohibited from committing any of the following acts against a person while at Collin College, on Collin College property, while attending Collin College activities on or off campus, and/or while under Collin College's jurisdiction. Pursuant to *Title IX of the Education Amendments of 1972 (Title IX)* and the

Violence Against Women Reauthorization Act of 2013 (VAWA), Collin College is required to investigate and respond to alleged incidents of prohibited conduct that are reported to a College District official (i.e., Title IX coordinator, deputy Title IX coordinator, Campus Security Authority, etc.), even if the behavior does not rise to the level of unlawful conduct.

Simple Assault:
The *Texas Penal Code* defines simple assault as:

1. intentionally, knowingly, or recklessly causing bodily injury to another, including the person's spouse;
2. intentionally or knowingly threatening another with imminent bodily injury, including the person's spouse; or
3. intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Aggravated Assault:
The *Texas Penal Code* defines aggravated assault as causing serious bodily injury to another, including the person's spouse; or using or exhibiting a deadly weapon during commission of the assault.

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 that 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.

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 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.

Sexual Violence:
The definition and examples of sexual violence may be found in the *Code*, Chapter 1, Section 7-1.3 *Harassment*.

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.

Note: Collin College has a process in place to report crimes. In addition, complainants/victims have the right to submit a confidential report, even if they do not want to pursue proceedings with Collin College or the criminal justice system, see Section 6.6 Collin College Police Department in the current student handbook, for more information.

Students who believe they have experienced prohibited dating violence, domestic violence, sexual violence, and/or stalking or believe that another student has experienced prohibited conduct are encouraged to file a complaint as stated in the Code, Chapter 1, Section 7-1.10 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.

Students who believe they have experienced prohibited simple assault or aggravated assault or believe that another student has experienced prohibited conduct are encouraged to contact the Collin College Police Department at 972.578.5555, the Dean of Student Development Office (CPC: 972.377.1595, PRC: 972.881.5902 or SCC: 972.881.5604), and/or file a student incident report at https://www.collin.edu/studentresources/deanofstudents/forms/student_incident_report.html.

7-1.9 Student Complaints/Grievances: General Complaints

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. This policy shall apply to all student complaints, except as provided below. To file a grievance, complete the appropriate complaint and/or appeal form online at http://www.collin.edu/hr/studentcomplaints/index.html.

This policy shall not apply to:

1. complaints alleging sexual misconduct; sexual violence; or discrimination or harassment based on race, color, sex, national origin, disability, veteran status, age, religion, or any other legally protected classification (see the *Code*, Chapter 1, Section 7-1.10 *Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence*);
2. complaints concerning retaliation relating to discrimination and harassment (see the *Code*, Chapter 1, Section 7-1.10 *Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence*);
3. complaints concerning disciplinary decisions (see appeal information in the *Code*, Chapter 3, Section 7-3.4 *Administrative Decision of a Violation*);
4. complaints concerning a commissioned peace officer who is an employee of Collin College (see Board policies DGBA (LEGAL) and CHA (LEGAL) available on the web at http://pol.tasb.org/home/index/304);
5. appeals of academic suspension for grade point average below required 2.0 (see the current Collin College Catalog or the current student handbook, Chapter 5, Section 5.23 *Maximizing Academic Progress Program (MAPP)*;

6. appeals regarding academic grades (see Board policy FLDB (LOCAL) available on the web at http://pol.tasb.org/home/index/304 and the current student handbook, Chapter 6, Section 6.15 *Grade Appeals Procedure*); and/or
7. appeals regarding financial aid (see the current Collin College Catalog or the current student handbook, Chapter 6, Section 6.12 *Financial Aid*).

Informal Grievance Process:
A grievant is encouraged to initially resolve the issue at an informal level by discussing the concern with the individual (student, faculty member, staff member, and/or administrator) identified by the grievant as causing or contributing to the grievance with his or her supervisor. If the grievant is unable to resolve the concern at the informal level, then he or she may proceed to the formal level.

If it is determined that a student's formal complaint does not involve an alleged violation of Collin College policy or state or federal law and may be adequately addressed without a formal hearing, the complaint may be referred to the appropriate dean, supervisor, or other College District representative for expedited informal resolution. The grievant will be provided an opportunity to submit any and all information relevant to the complaint to the designated College District representative. A formal hearing or meeting will not be held unless requested by the designated College District representative. The designated College District representative will issue a decision regarding the complaint in writing within 15 days from the date the complaint was filed. The written decision may be issued in an informal email or letter to the grievant. The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The decision is final and may not be appealed.

Formal Grievance Process:
The grievant shall file, no later than 20 academic calendar days from the time the student knew or should have known of the alleged incident or events giving rise to the incident, a written statement identifying the actions being complained of and describing the remedy he or she is seeking. This written complaint shall be filed with the office of the dean of student development through the online complaint system, located at: http://www.collin.edu/hr/studentcomplaints/index.html on the Student Resources webpage. The matter shall be closed if the complaint is not substantiated. The grievant shall be notified of the reasons for closure.

The dean of student development or appropriate designee shall hear the grievance within the established rules, which shall be provided by the dean of student development or appropriate designee upon request. A hearing shall be held, which shall give the grievant and College District personnel who are named in the grievance an opportunity to explain what they know about the issues surrounding the grievance and to review any related information or materials. The dean of

student development or appropriate designee may choose to hear the information in separate/individual hearings. The student is responsible for presenting his or her own case.

Considering the oral and written statements and comments, the dean of student development or appropriate designee shall issue a decision within ten (10) academic calendar days of the close of the hearing. The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). Copies of the decision shall be served to the grievant and the respondent either personally or by certified mail.

The decision of the dean of student development or appropriate designee shall be final unless a written request for review is filed with the vice president of student development by either party within three (3) academic calendar days of notification of the decision. Upon receipt of a request for review, the vice president of student development shall review the record and issue a written decision within ten (10) academic calendar days. The decision of the vice president of student development is final and may not be appealed.

Note: Collin College has a process in place to report crimes. In addition, complainants/victims have the right to submit a confidential report, even if they do not want to pursue proceedings with Collin College or the criminal justice system, see Section 6.6 Collin College Police Department in the current student handbook, for more information.

For additional information, see Board policy FLD (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

7-1.10 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence

Prohibited Conduct:
The term "prohibited conduct" includes discrimination, harassment, retaliation, and/or sexual violence as defined in the *Code*, Chapter 1, Section 7-1.2 *Discrimination*, Section 7-1.3 *Harassment*, Section 7-1.4 *Retaliation*, and Section 7-1.8 *Prohibition Against Acts of Assault, Violence, and/or Stalking*, even if the behavior does not rise to the level of unlawful conduct.

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.

Reporting Procedures:
Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged act(s) to one of the following:

1. the Title IX coordinator or designee CHEC (349) at 972.599.3159 or by email at nallen@collin.edu,
2. the deputy Title IX coordinator for complaints against an employee CHEC (345) at 972.758.3856 or by email at tjacobson@collin.edu,
3. the deputy Title IX coordinator for CPC (D-117) at 972.377.1595 or by email at dosd-cpc@collin.edu,
4. the deputy Title IX coordinator for PRC (F-136) at 972.881.5902 or by email at dosd-prc@collin.edu,
5. the deputy Title IX coordinator for SCC (D-128) at 972.881.5604 or by email at dosd-scc@collin.edu, and/or
6. file a complaint online at http://www.collin.edu/hr/studentcomplaints/index.html.

In addition, students can report prohibited conduct to an instructor, counselor, administrator, campus security authority (CSA), or other College District employee. A list of CSAs is available on the Collin College Police Department's website http://www.collin.edu/campuspolice/.

Any Collin College employee who has reason to believe or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the Title IX coordinator, deputy Title IX coordinator, or designee and shall take any other steps required.

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 coordinator, may be directed to the district president. A report against the district president may be made directly to the Board of Trustees (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 shall 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.

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.

Investigation of the Report:
Collin College may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator, deputy Title IX coordinator, or designee shall reduce the report to written form.

Initial Assessment:
Upon receipt or notice of a report, the Title IX coordinator, deputy Title IX coordinator, or designee shall determine whether the allegations, if proven, would constitute prohibited conduct (i.e., discrimination, harassment, retaliation, and/or sexual violence). If so, the Title IX coordinator, deputy Title IX coordinator, or designee shall immediately appoint a hearing officer and authorize or undertake an investigation, except as provided below in the subsection titled "Criminal Investigation."

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 Title IX coordinator, deputy Title IX coordinator, a designee, or by a third (3rd) party designated by Collin College, such as an attorney. 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 and/or documents related to the allegations. Both the complainant and student respondent may have an observer(s) present during any meetings with the hearing officer.

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 15 Collin College 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 Title IX coordinator, deputy Title IX coordinator, or designee overseeing the investigation.

Notification of the Outcome:
Collin College shall provide written notice of the outcome, within the extent permitted by law, to both the complainant and the student respondent in compliance with the *Family Educational Rights and Privacy Act of 1974 (FERPA)*.

Collin College Action Prohibited Conduct:
If the results of an investigation indicate that prohibited conduct occurred, Collin College shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the 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.

Corrective Action:
Corrective action may include, but is not limited to, disciplinary penalties outlined in the *Student Code of Conduct* (*Code*), Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*. For additional information, see Board policy FFD (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

Exception:
Collin College shall not require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment. Mediation shall not be used to resolve sexual harassment complaints.

Appeal:
A complainant and/or student respondent who is dissatisfied with the outcome of the investigation may file a written appeal stating the reasons why the determinations by the hearing officer are not satisfactory. The appeal shall be submitted in writing to the Title IX coordinator, deputy Title IX coordinator, or designee within 15 business days of the decision giving rise to the appeal.

Level one appeals relating to a complaint against another student shall be reviewed by the vice president of student development. Level one appeals relating to a complaint against a Collin College employee shall be reviewed by the vice president of the division for which the employee works.

A complainant and/or student respondent who is dissatisfied with the outcome of a level one appeal may file a second level written appeal stating the reasons why the findings in the first level appeal determinations by the appropriate vice

president are not satisfactory. The appeal shall be submitted in writing to the Title IX coordinator, deputy Title IX coordinator, or designee within 15 business days of the decision giving rise to the appeal. All level two appeals shall be reviewed by an administrative review panel. With the exception of cases that involve expulsion of a student, the determination of the administrative review panel is final and cannot be appealed. An administrative review panel, for the purposes of this policy, is comprised of Collin College administrators. Information about the administrative review panel may be obtained from the Title IX coordinator or designee.

In cases that involve the expulsion of a student, the complainant and/or student respondent may submit a level three appeal in writing, within 15 business days of the decision of the administrative review panel, stating the reasons why the determinations by the administrative review panel are not satisfactory. The appeal shall be submitted to the Title IX coordinator, deputy Title IX coordinator, or designee who will forward all level three appeals for consideration by the Board of Trustees (Board). The decision of the Board is final and cannot be appealed.

A complainant and student respondent shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Reinstatement Procedures:
In a case involving discrimination, harassment, retaliation, and/or sexual violence, a student respondent who has been removed from a course(s) and/or Collin College is eligible to seek reinstatement into his or her course(s) and/or Collin College in accordance with the following provisions:

1. the student respondent receives a favorable determination or favorable appeal, and
2. the complainant chooses not to appeal the decision further or the complainant has exhausted all levels of appeal permitted, and
3. the case is final.

The student respondent may then request reinstatement to Collin College and to the course(s) in which he or she was enrolled prior to separation. Reasonable efforts shall be made, to the extent possible, to ensure that the student respondent will be permitted to make up the course work required for satisfactory completion of a course(s) which he or she began prior to the onset of the complaint/grievance process.

In a case involving, but not limited to, discrimination, harassment, retaliation, and/or sexual violence, where a student respondent does not receive a favorable determination and does not appeal, or has exhausted all levels of appeal, the final determination of the case will stand, and the student respondent will not be allowed to return to his or her course(s) and/or Collin College.

Note: Collin College has a process in place to report crimes. In addition, complainants/victims have the right to submit a confidential report, even if they do not want to pursue proceedings with Collin College or the criminal justice system, see Section 6.6 Collin College Police Department in the current student handbook, for more information.

For additional information, see Board policy FFD (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

7-1.11 Student Education Records

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 student development is custodian of disciplinary records.

Request Procedures for a Student's Education Records

Students may inspect and review their education records upon submitting a written request to the appropriate custodian of records. This request should identify, as precisely as possible, the record or records he or she wishes to inspect. Contact the registrar for procedures on students' rights of inspection, review, and correction of educational records. For additional information, see Board policy FJ (LOCAL) available on the web at http://pol.tasb.org/home/index/304. For a list of records, files, documents, and other materials that are not considered education records, see Board policy FJ (LEGAL) available on the web at http://pol.tasb.org/home/index/304.

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:

A. to other school officials whom Collin College has determined to have legitimate educational interests;
B. 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;
C. 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;
D. 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;

E. if required by a state law requiring disclosure that was adopted before November 19, 1974;
F. to organizations conducting studies for or on behalf of educational agencies or Collin College;
G. to accrediting organizations to carry out their accrediting functions;
H. to comply with a judicial order or lawfully issued subpoena;
I. 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;
J. 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;
K. directory information (as defined below) in accordance with *FERPA*, unless the student restricts directory information;
L. to the student and/or to the parent of a student who is a dependent for tax purposes;
M. final results of the disciplinary proceeding to alleged complainant/victim of a crime of violence and/or a non-forcible sex offense;
N. 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
O. 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 (for additional information, see Section 6.22, *Registered Sex Offenders*).

For additional information, see Board policy FJ (LEGAL) available on the web at http://pol.tasb.org/home/index/304.

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:

A. student name;
B. student address;
C. telephone listing;
D. major field(s) of study;
E. dates of attendance/enrollment;
F. participation in officially recognized activities and sports;
G. weight and height of members of athletic teams;
H. degrees, honors, and awards received;
I. most recent previous educational agency or institution attended; and
J. photograph.

A student may request that directory information not be disclosed by completing and filing an *Authorization to Withhold Directory Information (Authorization)* form with the Admissions and Records Office. If no *Authorization* is filed, directory information will be released in accordance with *FERPA*. A filed *Authorization* is valid until revoked by the student in writing. For information on completing an *Authorization*, please contact the Admissions and Records Office.

For additional information, see Board policy FJ (LEGAL) available on the web at http://pol.tasb.org/home/index/304.

7-1.12 Student Intellectual Property

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 retain rights to work he or she creates on Collin College time. 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. For additional information, see Board policy CT (LOCAL) available on the web at http://pol.tasb.org/home/index/304.

CHAPTER 2 – *CODE* VIOLATIONS

7-2.1 Alcohol, Drugs, Smoking, Tobacco, and/or Electronic Smoking Devices Prohibited

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 district president is authorized by the Board to permit the serving and consumption of alcohol at special fundraising functions for the College District, 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). 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 College District-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: alcohol; controlled substances as defined in the *Texas Controlled Substances Act*; abusable volatile chemicals in violation of manufacturer's directions; dangerous drugs as defined by state or federal law; steroids; substances referred to

as designer drugs; and/or 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 euphoriants, and/or look-alike products or that which is represented to be any 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 in accordance with 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 *Student Code of Conduct* (*Code*).

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) is strictly prohibited anywhere on Collin College property or in campus buildings. Violators of 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 *Code*. A definition of electronic smoking devices is listed in the *College Terminology* section of this handbook. For assistance with cessation, contact Counseling Services.

Drug Testing
Certain academic and extra-curricular programs may require entrance and/or random drug testing. The requirements are defined and available for review prior to enrollment and participation in these programs/activities.

7-2.2 Scholastic Dishonesty

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 conduct through electronic or computerized means. Scholastic dishonesty shall involve, 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, and/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; and/or failing to secure test materials. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes 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, even when a source is cited. 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 willful 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 assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); 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. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Student Development 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.

7-2.3 Other Offenses

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 college-sponsored trip; or property belonging to a Collin College student, faculty or staff member, or a campus visitor;
E. knowingly giving false information in response to reasonable requests from Collin College officials;
F. 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;
G. violating the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules (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);
H. failing to comply with directions of Collin College officials and/or police acting in the performance of their duties;
I. failing to notify Collin College officials of a change in residency status or current address;
J. 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;
K. unlawfully retaliating against another student, campus visitor, staff, or faculty member (see Section 7-1.4 *Retaliation*);
L. unlawfully harassing and/or stalking another student, campus visitor, staff, or faculty member (including but not limited to sexual, racial, and/or disability harassment), and/or creating an intimidating, hostile, or offensive educational environment (see Sections 7-1.3 *Harassment* and 7-1.8 *Prohibition Against Acts of Assault, Violence, and/or Stalking*);

M. possessing firearms or other weapons while on Collin College property, including campus housing, or at a Collin College-sponsored event without specific permission from appropriate Collin College officials. This policy also applies to persons who are licensed by the state to carry concealed weapons. The term "weapon" may be defined as any object or substance designed to inflict a wound, cause injury, or incapacitate. Weapons may include, but are not limited to, all: firearms, explosive devices and fireworks, chemical dispensing devices (other than a small chemical dispenser sold commercially for personal protection), pellet guns, martial arts devices, switchblade knives, and clubs. Lookalike devices are also prohibited. For more information, see Board policies FLB (LOCAL), FLBF (LEGAL), and FLBF (LOCAL) available on the web at http://pol.tasb.org/home/index/304;

N. 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 students involved in illegal acts may be arrested and face criminal prosecution;

O. releasing restricted course call numbers to other students;

P. failing to secure, misusing, and/or sharing College Wide ID (CWID) numbers, CougarMail email accounts, and/or other restricted access codes or passwords;

Q. repeatedly violating Collin College policies, procedures, or guidelines, and/or repeating less serious breaches of conduct;

R. 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 the college's network or disruption of classroom activities. These violations may result in the suspension of computing privileges and shall be addressed as a formal disciplinary matter. For more information, see Board policy CR (LOCAL) available on the web at http://pol.tasb.org/home/index/304;

S. gambling illegally in any form at Collin College, on Collin College property, or at any Collin College-sponsored activity;

T. engaging in the disruptive use of electronic or digital media or telecommunication devices during class, Collin College labs, and/or other learning environments. In addition, all electronic or digital media and telecommunication devices must be completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room;

U. engaging in hazing at Collin College, on Collin College property, or at any Collin College-sponsored activity (see the *Code*, Chapter 1, Section 7-1.7 *Hazing*); and/or

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

CHAPTER 3 –DISCIPLINARY PROCEDURES

7-3.1 Initial Response

To initiate disciplinary proceedings, alleged violations of the *Student Code of Conduct* shall be submitted to the Dean of Student Development Office in writing by completing the *Student Incident Report* online at https://www.collin.edu/studentresources/deanofstudents/forms/student_incident_report.html within 20 academic calendar days (not including weekends) of the alleged incident. When a violation of the *Student Code of Conduct*, Board policies, Collin College regulations, procedures, or administrative rules; and/or municipal, local, state, or federal laws or regulations is alleged, the dean of student development or designee will review the allegation(s) and initiate an investigation.

After the initial investigation, the Dean of Student Development Office will either:

1. dismiss the allegation(s);
2. resolve the allegation(s) through other appropriate avenues available at Collin College;
3. proceed administratively through the disciplinary process by notifying the student to schedule a meeting to review the allegation(s) (as stated in the *Code*, Chapter 3, Section 7-3.3 *Notifying a Student*); or
4. issue a temporary immediate suspension pending a formal investigation (as stated in the *Code*, Chapter 3, Section 7-3.5 *Temporary Immediate Suspension*).

7-3.2 Disciplinary Files/Records

Student referrals due to an alleged violation of the *Student Code of Conduct* may result in a disciplinary file being created in the name of the accused student. Records relating to violations that result in administrative re-assignment of an academic grade, permanent denial of a Collin College degree, and/or expulsion from Collin College will be retained permanently. Records relating to all disciplinary files, including those concerning investigations that do not result in disciplinary action, will be retained for three (3) years from the end of the academic calendar year of the most recent alleged incident. Records of crimes of violence (as defined by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, *20 U.S.C. § 1092(f)*, see the current student handbook, Section 6.8 *Crime Statistics*), or students found responsible for repeated violations of the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules may be kept longer than three (3) years, if required by law.

Authorized Collin College officials may disseminate student disciplinary information to officials at other schools without prior consent, in accordance with the requirements of the *Family Educational Rights and Privacy Act of 1974 (FERPA)*.

7-3.3 Notifying a Student

A. If the allegation is substantiated, a student shall be notified to appear and provide information to assist in the investigation through any of the following methods:
   1. A sealed letter sent through campus mail in care of one 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. Failure to do so constitutes a violation of the *Code*, Chapter 2, Section 7-2.3 *Other Offenses*, Item I.
   3. A written communication sent to the student's Collin College CougarMail (email account) and/or hand-delivered by the dean of student development or designee. If the communication is hand-delivered, the dean of student development or designee will document the date, time, and place of hand-delivery.

B. From the date of the letter, message or communication, a student is afforded a three (3) academic calendar day grace period (not including weekends) prior to meeting with the dean of student development or designee. If the student wants to schedule a meeting during the grace period, the student should contact the Dean of Student Development Office for appointment availability. The communication shall also describe the alleged violation(s), provide information regarding the purpose for the meeting, and/or additional instructions to the student.

C. 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 student development or designee no less than three (3) academic calendar days (not including weekends) prior to the meeting in order for the dean of student development or designee to also secure legal counsel.

D. During the meeting with the student, the dean of student development 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.

E. 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 appropriate Collin College official 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, media, and/or telecommunication device not previously approved by the Collin College official must be completely turned off (not on silent or vibrate) during any disciplinary meeting.

F. An authorized Collin College official may place a student on disciplinary probation or determine an appropriate penalty if the student fails, without good cause, to comply with instructions in the notification letter or otherwise fails to attend a scheduled meeting. In addition, an authorized Collin College official may proceed directly through the disciplinary process.

7-3.4 Administrative Decision of a Violation

A. The dean of student development or designee shall determine whether or not a student is responsible for violating the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules. The dean of student development or designee shall use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) when determining whether or not there was a violation. The dean of student development or designee may administratively address any alleged violation(s) by:
   1. finding the student not responsible for the allegation(s);
   2. addressing the case in an informal manner; and/or
   3. finding the student responsible for the allegation(s).

B. If the dean of student development or designee determines the student is found not responsible for the alleged violation(s), the student will not receive an authorized disciplinary penalty from the dean of student development or designee and/or an academic penalty (for scholastic dishonesty cases) from the faculty member. An administrative decision of the dean of student development or designee finding the student is not responsible is final, binding, and non-appealable.

C. If the dean of student development or designee determines the alleged violation(s) should be addressed informally, the student will not receive an authorized disciplinary penalty from the dean of student development or designee and/or an academic penalty (for scholastic dishonesty cases) from the faculty member. However, the dean of student development or designee may assign behavioral directives to support compliance with the *Student Code of Conduct*. If assigned, the student will be required to comply with all directives specified in the administrative decision letter. In informal cases, a student will be required to sign an acknowledgement form stating that he or she will comply with the *Student Code of Conduct* for the remainder of his or her tenure with Collin College and the decision of the dean of student development or designee is final, binding, and non-appealable. A student's failure to comply with the directives and/or the acknowledgement form will lead to formal disciplinary action.

D. If the dean of student development or designee determines the student is found responsible for the alleged violation(s), the dean of student development or designee may impose an authorized disciplinary penalty or penalties (see the *Code*, Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*). In addition, if the student is found responsible for violating the *Code*, Chapter 2, Section 7-2.2 *Scholastic Dishonesty*, 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.

E. If a student accepts the administrative decision of the dean of student development or designee, he or she will sign a statement that he or she understands the violation(s), his or her student rights, the right to an appeal or to waive the same, and the authorized disciplinary penalty or penalties imposed by the dean of student development or designee. This statement must be signed no later than the third (3rd) academic calendar day (not including weekends) following the administrative decision of the dean of student development or designee. Once this statement is signed, the student will not be allowed to appeal the administrative decision at a later date, and he or she will be expected to comply with all disciplinary penalties listed in the administrative decision.

F. If a student appeals the administrative decision of the dean of student development or designee, he or she will submit the online *Disciplinary Appeal Form* located at https://www.collin.edu/hr/studentcomplaints/DOSD_studentcomplaints.html on or before the third (3rd) academic calendar day (not including weekends) following the administrative decision.

G. If a student does not sign an administrative decision acceptance statement or submit the online *Disciplinary Appeal Form* located at https://www.collin.edu/hr/studentcomplaints/DOSD_studentcomplaints.html by the third (3rd) academic calendar day (not including weekends), the original administrative decision issued by the dean of student development or designee will stand. In addition, since the student did not submit a signed disciplinary appeal form requesting an appeal within the designated time period, the student will not be allowed to appeal at a later date, and he or she will be expected to comply with all disciplinary penalties and/or obligations in the administrative decision.

H. Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, *20 U.S.C. § 1092(f)*, and *Title IX of the Education Amendments of 1972 (Title IX)*, information about the administrative decision of a student respondent will be disclosed in writing to the complainant in cases involving crimes of violence, sexual harassment, non-forcible sex offenses, and/or sexual violence.

7-3.5 Temporary Immediate Suspension

A. An authorized Collin College official may issue a temporary immediate suspension to a student without advance written notice (e.g., verbally direct a student's immediate removal from Collin College) pending a formal investigation, notification meeting, and administrative decision. The reasons for issuing a temporary immediate suspension without advance written notice include, but are not limited to, the following:
   1. failure to comply with a notification for a meeting;
   2. an attempt to cause or actually causing bodily harm to others at Collin College, on Collin College property, and/or while attending a Collin College-sponsored activity on or off campus;
   3. a *Code* violation involving alcohol, drugs, and/or paraphernalia as defined in the *Code*, Chapter 2, Section 7-2.1 *Alcohol, Drugs, Smoking, Tobacco, and/or Electronic Smoking Devices Prohibited*, at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus;
   4. destruction or theft of property while at Collin College, on Collin College property, and/or while attending a Collin College-sponsored activity on or off campus;
   5. any incident causing a major disruption or disturbance to the educational environment;
   6. a violation in the *Code*, Chapter 2, Section 7-2.3, *Other Offenses*, Item M (prohibited weapons), at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus;
   7. an alleged violation of the *Student Code of Conduct* that the administrator considers to be a major violation or an immediate threat to faculty, staff, students, and/or the campus climate.

B. When a temporary immediate suspension has been issued, a student is afforded a three (3) academic calendar day grace period (not including weekends) prior to meeting with the dean of student development or designee. If the student wants to meet during the grace period, the student should contact the Dean of Student Development Office for appointment availability.

C. 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 in accordance with the *Code*, Chapter 7, Section 7-7.1 *Favorable Administrative Decision or Appeal*.

7-3.6 Classroom Dismissal by Faculty Member

If a student is disruptive in class (i.e., his or her behavior is disruptive or inappropriate in the class setting and interferes with the teaching/learning process), a faculty member has the right to temporarily dismiss the student from class (not

to exceed one (1) class). If a faculty member finds it necessary to dismiss a student from one (1) class, the appropriate department chair and/or academic dean should be notified as soon as possible.

A faculty member may not dismiss a student from more than one (1) class without notification to the department chair and/or academic dean and the initiation of disciplinary proceedings. If the student's behavior is so disruptive it is believed that the student should be dismissed from more than one (1) class, the department chair and/or academic dean and the faculty member should collectively contact the Dean of Student Development Office to initiate the student disciplinary process. Dismissal from more than one (1) class requires submission of an incident report to the Dean of Student Development Office.

CHAPTER 4 – DISCIPLINARY PENALTIES

7-4.1 Authorized Disciplinary Penalties

A. Authorized disciplinary penalties for a violation(s) of the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules may be imposed by an authorized Collin College official, which is generally a representative from the Dean of Student Development Office. The severity of the penalty shall be in relation to the nature and gravity of the violation(s). Subject to additional considerations in rendering a disciplinary decision, Collin College will administer penalties consistently. A student's record of previous violation(s), the severity of the violation(s), the nature and the facts surrounding the violation(s), and other circumstances may factor into the determination of the penalty or penalties. Authorized disciplinary penalties imposed may include one (1) or more of the following:

Level One

1. written warning;
2. referral;
3. educational project assignment;
4. disciplinary probation;
5. restitution;

Level Two

6. withholding of transcript or degree;
7. bar against admission or re-admission;
8. suspension of privileges;
9. suspension of eligibility for participation in official athletic and non-athletic extra-curricular activities;
10. administrative re-assignment of an academic grade;
11. suspension;
12. permanent denial of a Collin College degree; and/or

Level Three

13. expulsion (requires approval by the Collin College Board of Trustees).

B. The following definitions apply to the disciplinary penalties provided in this section:

1. **Written warning**: a written warning indicating a student violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules. Any additional violation(s) may result in more severe penalties.
2. **Referral**: a recommendation for specialized help or a specialized program. The dean of student development or designee may recommend that the student seek specialized assistance (e.g., from a family member, counselor, mental health professional, physician, program, etc.) if appropriate. Failure of the student to comply with the terms of a referral may result in further disciplinary action.
3. **Educational project assignment**: a project assignment will be arranged so the student will have the opportunity to observe and learn specific, appropriate human behaviors or valued lessons related to his or her own conduct, which led to disciplinary problems and action. A student may also be counseled to participate in some campus or community activity with rehabilitative value (e.g., Academic Traditions and Cultures (ATC) seminar, essay assignment, alcohol awareness seminar, etc.).
4. **Disciplinary probation**: a written notice to a student that he or she has violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules. Any further violation(s) during the disciplinary probation period will result in additional disciplinary action up to and including suspension or expulsion from Collin College. Disciplinary probation may be imposed for either one (1) or two (2) calendar years.
5. **Restitution**: reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage. Failure of the student to comply with restitution may result in further disciplinary action.
6. **Withholding of transcript or degree**: a penalty that may be imposed on a student who fails to pay a fine, debt, or other amount owed to Collin College or who has a disciplinary case pending a final administrative decision with the dean of student development or designee. The penalty terminates on payment of the fine, debt or other amount owed, or the final decision of the case.
7. **Bar against admission or re-admission**: a penalty and status indicating a prospective or readmitting student violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules during the admissions, advising, or assessment period. The student or prospective student on whom this penalty is imposed will not be allowed: admission or re-admission; to enter

or re-enter a Collin College campus at all for any activity (except in response to an official notification letter if necessary); to register for credit classes, noncredit classes, or seminars; and/or to earn academic credit in any form from Collin College for a designated period of time. This penalty may be imposed for either one (1) or two (2) calendar years.

8. **Suspension of privileges**: an elastic penalty that may impose specific limitations or restrictions to fit the facts of a particular case or offense. This penalty may be imposed for either one (1) or two (2) calendar years.
9. **Suspension of eligibility for participation in official athletic and non-athletic extra-curricular activities**: a penalty that prohibits a student from joining or participating in: student organizations, Collin College athletics, or non-athletic extra-curricular activities. This penalty may be imposed for either one (1) or two (2) calendar years.
10. **Administrative re-assignment of an academic grade**: if a student is found responsible, through the disciplinary process, of enrolling in a course through fraudulent means or of obtaining a course grade through fraudulent means, the course grade will be changed to a "ZW" on the student's transcript by the Admissions and Records Office. A "ZW" grade on the student's transcript will note that no grade was assigned and the student was administratively withdrawn from the course due to a fraudulent act of scholastic dishonesty.
11. **Suspension**: a penalty and status whereby the student on whom it is imposed may not: be initiated into a Collin College honorary or service organization; enter or re-enter a Collin College campus at all for any activity (except in response to an official notification letter if necessary); register for credit classes, noncredit classes, or seminars; and/or earn academic credit in any form from Collin College for a designated period of time. No former student who has been suspended for disciplinary reasons from Collin College shall be permitted on the campus or other facilities of Collin College during the period of suspension without the prior written approval of the vice president of student development and/or the dean of student development or designee. This penalty may be imposed for either one (1) or two (2) calendar years.
12. **Permanent denial of a Collin College degree**: a penalty that permanently denies a student from receiving a degree from Collin College at any time, including in the event a student seeks and obtains re-admission. This penalty may be used in conjunction with the administrative re-assignment of an academic grade and/or expulsion.
13. **Expulsion**: a penalty and status that permanently bars a student from: re-admission; enrollment in credit classes, noncredit classes, or seminars; and/or participation in any student organizations, athletics, or non-athletic extra-curricular activities at Collin College. No former student who has been expelled for disciplinary reasons shall be permitted on the campus of Collin College or other facilities at all (except in response

to an official notification if necessary). The student may not enroll or participate in any Collin College program, activity, organization, or service, and is considered permanently severed from Collin College unless the expulsion status is subsequently altered by the Collin College Board of Trustees.

C. Penalties of denial of degree, bar against admission or re-admission, suspension, and expulsion shall be reserved for major violations (or repeated violations) of the *Student Code of Conduct*, Board policies, Collin College regulations, procedures, administrative rules; and/or municipal, local, state, and federal laws.

D. The imposition of Level One disciplinary penalties in the *Code*, Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*, categories (B) 1-5 above, may be appealed to Collin College's Discipline Appeals Task Force (DATF) through the process outlined in the *Code*, Chapter 5, *Appealing Authorized Disciplinary Penalties*. A decision made by the DATF with respect to the disciplinary actions imposed is final, binding, and non-appealable.

E. The imposition of Level Two and/or Three disciplinary penalties in the *Code*, Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*, categories (B) 6-13 above may be appealed to Collin College's DATF through the process outlined in the *Code*, Chapter 5, *Appealing Authorized Disciplinary Penalties*. A decision made by the DATF with respect to disciplinary penalties imposed may be appealed by the student to the vice president of student development through the process outlined in the *Code*, Chapter 6, *Appeal of a Level Two and/or Three DATF Decision*. A decision made by the vice president of student development with respect to the disciplinary penalties imposed is final, binding, and non-appealable except when expulsion is recommended.

CHAPTER 5 – APPEALING AUTHORIZED DISCIPLINARY PENALTIES

7-5.1 Procedures to Submit an Appeal

A. When a student appeals the dean of student development or designee's administrative decision of a general case as outlined in the *Code*, Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*, the student may have the case reviewed by the Discipline Appeals Task Force (DATF). To submit a request for review by the DATF, the student must complete the online *Disciplinary Appeal Form* located at https://www.collin.edu/hr/studentcomplaints/DOSD_studentcomplaints.html on or before the third (3rd) academic calendar day (not including weekends) following the administrative decision.

B. When a student appeals the Title IX coordinator, deputy Title IX coordinator, or designee's decision of a case involving discrimination, harassment, retaliation, and/or sexual violence, the appeal will follow the process outlined in the *Code*,

Chapter 1, Section 7-1.10, *Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence*.

C. The DATF will not hear student concerns that should be addressed through other Collin College grievance processes including, but not limited to, grade appeals, complaints under instructional programs, or core performance standards.

7-5.2 Discipline Appeals Task Force (DATF)

A. Each DATF appeal shall be comprised of no less than four (4) Collin College employees. Members of the DATF shall be appointed by the district president or designee. A chair or an associate chair will be assigned to oversee each appeal.

B. DATF members assigned to each appeal will review the documentation and other evidence provided by the dean of student development or designee and the student.

C. DATF members will vote to determine whether or not there has been a violation(s) of the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules. All DATF members assigned to a given case are eligible to vote on the appeal. DATF decisions require a majority vote.

D. If the DATF finds the student has violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules, the DATF shall determine whether the appropriate disciplinary penalty or penalties were imposed by the dean of student development or designee and may adjust the disciplinary penalty or penalties, if warranted.

7-5.3 Evidence

A. Legal rules of evidence do not apply to appeals. The DATF may allow and consider evidence that possesses reasonable value to the disciplinary case. Hearsay testimony and/or evidence are admissible and may be considered by the DATF on a case-by-case basis.

B. Regardless of the evidence provided, the DATF shall presume that the student is not responsible for committing the alleged violation(s) prior to the hearing. The DATF shall use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) when determining whether or not a student violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules.

7-5.4 Notice of Hearing

A. The Dean of Student Development Office shall notify the student by letter concerning the date, time, and place for the DATF hearing. The letter shall specify a hearing date not less than three (3) academic calendar days (not including weekends) nor more than fifteen (15) academic calendar days (not including weekends) after receipt of the student's *Disciplinary Appeal Form*. The student will be provided a copy of the dean of student development or designee's administrative decision summary and a list of potential witnesses. The notice shall:
   1. specify the alleged *Code* violation(s) and disciplinary penalty or penalties;
   2. direct the student to appear at the date, time, and place specified;
   3. notify the student that the hearing will be private and closed to the public; and
   4. advise the student of his or her rights to:
      a. appear with an advisor, family member, or with legal counsel at the DATF hearing; however, only the student may speak on his or her behalf. The purpose of the hearing is for the DATF to hear from the student directly. Should the student choose to appear with legal counsel, the student must notify the Dean of Student Development Office by the specified deadline in order for the Dean of Student Development Office to also secure legal counsel.
      b. know the identity of each potential witness who will testify against him or her, to the extent permitted by law;
      c. make an audio recording of the DATF hearing. If the student intends to make an audio recording of the proceedings, the student shall inform the dean of student development or designee by the specified deadline. The student and Collin College may each request a copy of the other's audio recording. Any other recording, telephone, computer, media and/or telecommunication device, not previously approved by the DATF chair or designee, must be completely turned off (not on silent or vibrate) during the DATF appeal hearing; and
      d. appeal the DATF's decision to the vice president of student development or designee when the DATF upholds or adjusts the *Authorized Disciplinary Penalties* in the *Code*, Chapter 4, Section 7-4.1, categories (B) 6-13 only.

B. The student shall provide to the Dean of Student Development Office documentation, a list of potential witnesses, and/or other relevant evidence to support his or her appeal by the specified deadline. All documentation from both the Dean of Student Development Office and the student will be forwarded to the DATF for review prior to the hearing. For more information on specific hearing procedures or deadlines, contact the Dean of Student Development Office.

C. The DATF chair may postpone the hearing for good cause as long as all parties involved are notified by the Dean of Student Development Office of the new

hearing date, time, and place. Every student is responsible for updating contact information, including current mailing address, with the Admissions and Records Office. Failure of a student to keep contact information and current mailing address up-to-date constitutes a violation of the *Code*, Chapter 2, Section 7-2.3 *Other Offenses*, Item I.

D. The DATF may hold a hearing at any time if:
   1. the student had actual notice of the date, time, and place of the hearing and the student failed to appear; or
   2. the dean of student development or designee and/or DATF chair states in writing that because of extraordinary circumstances, the requirements of the above are inappropriate.

E. The DATF may suspend a student who fails to comply with the appeal notification letter.

7-5.5 DATF Hearing Procedures

A. Hearings will be private and closed to the public. The DATF hearing shall be informal. All hearings shall be recorded. The DATF chair shall provide reasonable opportunities for the dean of student development or designee and the student to be heard, present relevant evidence, and submit a list of potential witnesses. Collin College will be represented by the dean of student development or designee.

B. The DATF shall generally proceed as follows during the hearing, but may deviate from these steps, if necessary:
   1. Chair reads the complaint.
   2. Chair informs the student of his or her rights.
   3. Dean of student development or designee presents Collin College's case and evidence to support the alleged violation(s), including the disciplinary penalty or penalties imposed. The dean of student development or designee may be assisted by legal counsel. However, only the dean of student development or designee may speak on Collin College's behalf.
   4. Student presents his or her case. The student may be assisted by legal counsel. However, only the student may speak on his or her behalf.
   5. DATF chair may call relevant witnesses from the witness list(s) provided. DATF members may question these witnesses during the course of the hearing. The DATF is charged with evaluating whether or not a student has violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules—not a student's character; therefore, character witnesses will not be considered and will not be allowed to speak during the hearing.

6. All communication by the student and the dean of student development or designee will be made directly to the DATF chair. Neither the student nor the dean of student development or designee will be allowed to directly communicate with the other party.
7. Once the dean of student development or designee and the student are given the opportunity to present a brief closing statement, the hearing will be concluded and both parties will be dismissed.

7-5.6 Closed Session Deliberations

A. DATF members will deliberate in closed session and review the documentation, testimony, and other evidence provided. DATF members will vote on the issue of whether or not the student violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules. DATF findings require a majority vote.

B. If the DATF finds the student has violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules, the DATF shall determine whether the appropriate disciplinary penalty or penalties were imposed by the dean of student development or designee, and may adjust the disciplinary penalty or penalties, if warranted.

C. Within ten (10) academic calendar days (not including weekends), the DATF shall state in writing each finding and the penalty or penalties determined, if any, and may include its reasons for said finding(s) and penalty or penalties. Each DATF member concurring with the finding(s) and penalty or penalties shall sign the statement.

7-5.7 After the Hearing

A. The Dean of Student Development Office shall notify the student in writing of the DATF's decision and disciplinary penalty or penalties imposed, if any.

B. A decision made by the DATF is final, binding, and non-appealable in cases where the dean of student development or designee initially imposed an authorized disciplinary penalty in the *Code*, Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*, categories (B) 1-5.

C. Appeals of the DATF's decision are only allowed in cases where the dean of student development or designee initially imposed an authorized disciplinary penalty in the *Code*, Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*, categories (B) 6-13. In these cases, students must follow the appeal process in the *Code*, Chapter 6, *Appeal of a Level Two and/or Three DATF Decision*, outlined below.

D. Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, *20 U.S.C. § 1092(f)*, information about the DATF's decision of a student respondent will be disclosed in writing to the complainant in cases involving crimes of violence and/or a non-forcible sex offense.

CHAPTER 6 – APPEAL OF A LEVEL TWO AND/OR THREE DATF DECISION

7-6.1 Appeal of Discipline Appeals Task Force (DATF) Decision

A. Appeals of the DATF's decision are only allowed in cases where the dean of student development or designee initially imposed an authorized disciplinary penalty in the *Code*, Chapter 4, Section 7-4.1 *Authorized Disciplinary Penalties*, categories (B) 6-13. Following the DATF hearing, the student may appeal the DATF's decision and/or the disciplinary penalty or penalties imposed to Collin College's vice president of student development. To submit a request for review by the vice president of student development, the student must complete the online *Disciplinary Appeal Form* located at https://www.collin.edu/hr/studentcomplaints/DOSD_studentcomplaints.html on or before the third (3rd) academic calendar day (not including weekends) following receipt of the DATF's decision. If the student does not file an appeal by the specified deadline, the DATF's decision will stand and no further appeal will be allowed.

B. If the student files an appeal of the DATF's decision by the specified deadline, the Dean of Student Development Office shall provide the vice president of student development with a copy of the hearing file. The vice president of student development will review the records related to the case and in some instances may, at his or her discretion, designate another vice president to hear the case.

C. Within ten (10) academic calendar days (not including weekends) following receipt of the student's appeal, the student shall be notified in writing of the vice president of student development or designee's decision. The vice president of student development or designee has the right to change the disciplinary action imposed, if warranted. The decision of the vice president of student development or designee is considered final, binding, and non-appealable, except when expulsion is recommended.

D. Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, *20 U.S.C. § 1092(f),* information about the vice president of student development or designee's decision of a student respondent will be disclosed in writing to the complainant in cases involving crimes of violence and/or a non-forcible sex offense.

7-6.2 Appeal of a Level Three Authorized Disciplinary Penalty of Expulsion to the Board of Trustees

A. Following receipt of the vice president of student development or designee's recommendation for expulsion, the student may appeal the decision to Collin College's Board of Trustees (Board). To submit a request for an appeal to the Board, the student must complete the online *Disciplinary Appeal Form* located at https://www.collin.edu/hr/studentcomplaints/DOSD_studentcomplaints.html on or before the third (3rd) academic calendar day (not including weekends) following receipt of the vice president of student development or designee's decision. The Dean of Student Development Office shall forward the appeal to the District President's Office, who will in turn, submit the appeal for expulsion to the Board for consideration.

B. If the student does not file an appeal of the vice president of student development or designee's decision by the specified deadline, the decision of the vice president of student development or designee will stand and no further appeal will be allowed. In this case, the recommendation of the vice president of student development or designee will be forwarded to the District President's Office to be considered by the Board.

C. In the event an appeal of expulsion is filed by the specified deadline, the student will be notified of the date, time, and place of the public meeting where the Board will vote on the decision to expel the student. *(Note: no names or details regarding the disciplinary case will be discussed by the Board in the public meeting.)* Immediately prior to the public meeting, the Board will review the recommendation for expulsion of the student in private session. The student will not be allowed to address the Board in private session, unless requested to do so by the Board. Documentation concerning the case will be forwarded to the Board and no additional evidence shall be heard, unless requested by the Board.

D. Within ten (10) academic calendar days (not including weekends) following the Board's consideration of the student's appeal, the Dean of Student Development Office shall notify the student in writing of the Board's decision.

E. Pursuant to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, *20 U.S.C. § 1092(f)*, information about the Board's decision of a student respondent will be disclosed in writing to the complainant in cases involving crimes of violence and/or a non-forcible sex offense.

CHAPTER 7 – REINSTATEMENT PROCEDURES

7-7.1 Favorable Administrative Decision or Appeal

A. A student who has been removed from a course(s) and/or Collin College is eligible to seek reinstatement into his or her course(s) and/or Collin College in accordance with the following provisions:
   1. the student receives a favorable administrative decision or favorable appeal, and
   2. the case is final.

B. The student may then request reinstatement to Collin College and to the course(s) in which he or she was enrolled, prior to separation. Reasonable efforts shall be made, to the extent possible, to ensure that the student will be permitted to make up the course work required for satisfactory completion of a course(s) which he or she began prior to the onset of the disciplinary process.

7-7.2 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 will stand, and the student will not be allowed to return to his or her course(s) and/or Collin College.

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In accordance with applicable federal and state law, Collin College prohibits discrimination, including 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 the 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 Norma Allen, Associate Vice President of Human Resources and Organizational Development, the college's ADA/Title IX/Section 504 Coordinator. Ms. Allen is located at the Collin Higher Education Center, Room 349 and can be contacted by telephone at 972.599.3159 or by email at nallen@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 on computer disk or other 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, please 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 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.

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

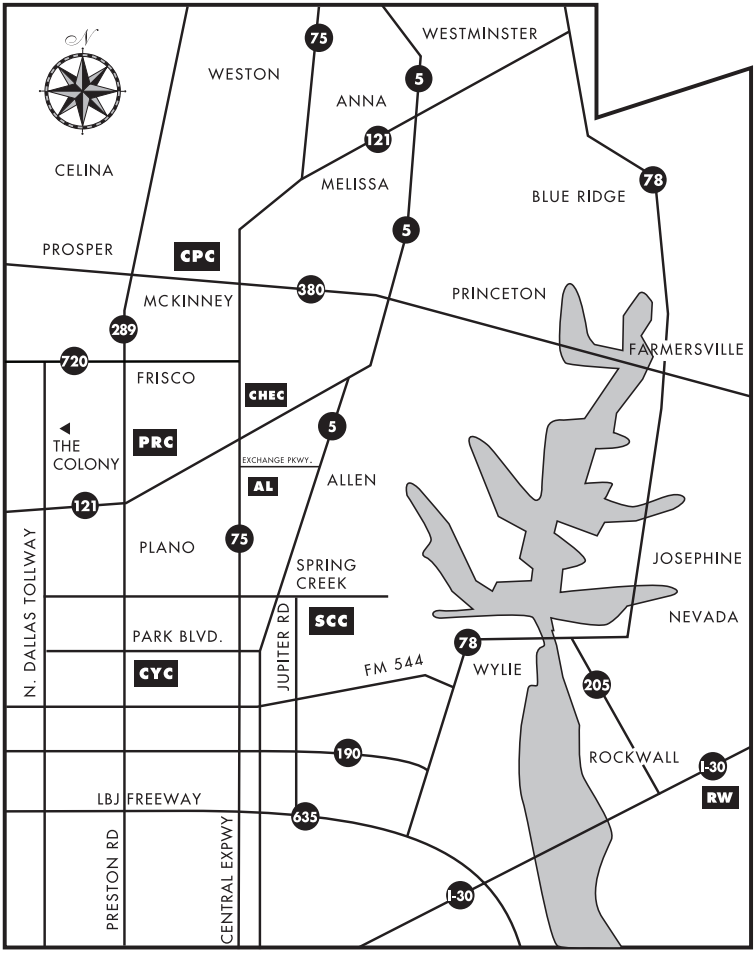
Preston Ridge Campus (PRC)
9700 Wade Blvd.
Frisco, Texas 75035
972.377.1790

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

Allen Center (AL)
Allen High School
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**

2015

January

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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	

August

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					

September

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			

October

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

November

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					

December

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		

2016

January

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						

February

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					

March

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		

April

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

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				

June

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		

July

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						

August

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			

September

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	

October

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					

November

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			

December

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

COLLIN COLLEGE CORE VALUES

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

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