



*“A Home Away From Home”*

# Collin College Resident Handbook

Revised: 10/1/2024

# Welcome

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Welcome to Collin College Student Housing located at the Plano Campus. We are pleased you have chosen to make your home with us, and want your on-campus living experience to be an enriching part of your education.

It is Collin College's desire to provide the highest quality living environment possible for our student residents. Collin College's goal is to provide a housing environment conducive to academic, social, cultural, and personal growth. Student residents will be provided with a variety of programs and activities intended to supplement and complement their class educational experiences.

Student residents are an integral part of the student housing environment, which will be enhanced by each student resident's presence and involvement. We cannot create your community – only student residents can do that. An understanding of, and respect for, the rights and interests of others is the key to making the student housing experience meaningful for everyone. Everyone in Student Housing shares the ownership and responsibility for taking an active role in the safety, security, and well-being of the community by assisting with maintaining the condition of the facilities and being proactive in taking action if there is a violation of community standards or Student housing policies.

This *Resident Handbook* will assist student residents with identifying the responsibilities of living on campus in order to create a positive living environment. It is designed to acquaint student residents with the benefits, necessary policies, and regulations regarding student housing. It is important for each student resident to thoroughly read this *Resident Handbook*, as it is part of the Student housing Student Housing terms and conditions, and student residents will be responsible for understanding and adhering to its contents. While every effort has been made to create a comprehensive, accurate, and complete *Resident Handbook*, all information contained herein is subject to reasonable changes throughout the term of your agreement. Any changes to these policies and procedures will be effective and a part of the Collin College Student Housing Terms and Conditions Lease Agreement once they have been delivered to all student residents and/or posted in a public area of the community.



Collin College is committed to compliance with all federal, state, and local fair housing and anti-discrimination laws. Student Housing rules are designed to provide for consistent and fair treatment of all student residents in the spirit of these laws. The Director of Student Housing and student housing staff have a legal obligation to treat each individual in a consistent manner.

If you have any questions that are not covered in this *Resident Handbook*, contact the Director of Student Housing or designee at 972-881-5151 [studenthousing@collin.edu](mailto:studenthousing@collin.edu). Should you have any comments, concerns, or suggestions that cannot be addressed by the Director of Student Housing or designee, contact the Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

## Quick Help Guide

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**For Contracts, Fees, Leasing Information, Maintenance Requests, Housing Complaints, and Violations of Student Housing Policies and Procedures:**

Contact the Director of Student Housing at **972-881-5151** or **studenthousing@collin.edu**.

**For Student housing Programming, Roommate Disputes, Violations of the *Student Code of Conduct*:**

Contact the Director of Student Housing at **972-881-5151** or **studenthousing@collin.edu**.

**For Emergencies and Safety Concerns:**

Dial **9-1-1** or contact the Collin College Police Department at **972.578.5555**.

**For After-hours Maintenance Emergencies:**

Contact Student Housing Staff at **972-881-5151**.

# Important Phone Numbers

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**In the event of a life-threatening emergency, call 9-1-1.**

**Collin College Police Department: 972.578.5555**

**After-hours Maintenance Emergencies: 972-881-5151**

## **Student Housing Contact Information**

Leasing Office: 972-881-5151

## **Additional Resources at the Plano Campus**

ACCESS (Disability Services): 972.881.5898

Admissions: 972.881.5710

Advising: 972.881.5782

Athletic Department:

Bookstore: 972.881.5680

Career Center: 972.881.5627

Cashier's Office: 972.881.5634

Counseling Services: 972.881.5126

Financial Aid/Veterans Services: 972.881.5760

Information Center: 972.881.5790

International Student Office (ISO): 972.512.5012

Library: 972.881.5860

Math Lab: 972.881.5966

Student Computer Lab: 972.881.5966

Student and Enrollment Services: 972.881.5849

Student Engagement: 972.881.5788

Student Technical Support 24/7: 972.377.1777

Testing Center: 972.881.5922

Tutoring: 972.881.5843

Veterans Resource Center (VRC): 972.881.5774

Vice/President Provost Office: 972.881.5770

Writing Center: 972.881.5843

## **Off-campus Resources**

LifePath Systems (Mental Health Crisis Hotline): 877.422.5939

LifePath Systems (Mental Health Services): 972.562.0190

National Domestic Violence Hotline: 800.799.7233

National Sexual Assault Hotline: 800.656.4673

National Suicide Prevention Lifeline: 800.273.8255

Poison Control: 800.222.1222

The Turning Point (Rape Crisis Center): 972.985.0951

The Turning Point (Rape Crisis Hotline): 800.886.7273

## Collin County Community College District (Collin College)

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In accordance with federal and state law, Collin County Community College District (Collin College) is an equal opportunity institution that provides educational and employment opportunities without discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class. Students with concerns regarding discrimination, harassment, retaliation, and/or sexual violence in violation of applicable laws should contact the Dean of Students Office (DOS) at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

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

The Collin College *Student housing Handbook* is for information only and is not intended as a contract, expressed or implied. The programs, policies, and statements contained herein are subject to continual review and evaluation. Collin College reserves the right to make changes or deletions to the regulations, guidelines, and information contained in this publication at any time without notice or obligation.

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

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

### Accreditation Status

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

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

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

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## Section 1: Student Housing Eligibility

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### **Collin College Student Housing (Collin College)**

Collin College Student Housing (Collin College) is a 128-unit apartment complex located at 5800 Jupiter Road, Plano, Texas, 75074, and is the only residential facility located on any Collin College campus. Collin College is located on the west side of the Plano Campus, and is owned and operated by Collin College under the rules and regulations of community college dormitories in Texas. For more information, contact the Director of Student Housing at **972-881-5151** or [studenthousing@collin.com](mailto:studenthousing@collin.com), or go to [www.collin.edu/studenthousing](http://www.collin.edu/studenthousing).

### **Eligibility Requirements for Student Housing**

In order to be eligible to live in Collin College Student Housing, applicants must meet the following requirements. A Freshman/Transfer student must upload a transcript showing 2.0 GPA at previous Highschool (Freshman) and University (Transfer). A Freshman may also upload two character references from anyone other than a family member prior to applying as a supplement for GPA.

### **Background Check**

Applicants must have no criminal history information reported on the initial background check required as part of the student housing application process.

### **Compliance with Collin College's Student housing Handbook, Student Handbook, and Student Code of Conduct**

All student residents are expected to abide by Collin College's policies and procedures, as stated in the current *Student housing Handbook*, [Student Handbook](#), and [Student Code of Conduct](#). Failure to comply with Collin College policies and procedures may result in revocation of the student resident's eligibility to reside in Collin College Student

Housing and will lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

### **Disciplinary Penalties and Sanctions**

All required Student housing or Dean of Students Office fines, penalties, and sanctions from any prior disciplinary incident(s) must be fulfilled. Eligibility to live in Collin College Student Housing may be revoked if a student resident is found in violation of the [Student Code of Conduct](#).

### **Financial Obligations**

Applicants and student residents must pay all charges due to Collin College. Financial obligations must be paid in full to live in student housing. Student residents who have an outstanding balance, for any reason, will be removed from student housing.

### **Full-time Student Status**

As stated in the student housing lease agreement, student residents living in Collin College Student Housing must enroll for a minimum of 12 credit hours and remain enrolled in 12 credit hours for the duration of each fall and spring semester. Enrollment in summer classes is required.

If a student resident drops, or is dropped, below the required 12 credit hours, he or she must submit an appeal explaining why he/she dropped below the credit hours and how they plan on maintaining the credit hours moving forward. This appeal should be submitted via email to the Director of Student Housing at [amcgill@collin.edu](mailto:amcgill@collin.edu). The Director of Student Housing will take the appeal, meet with a housing committee and decide on the approval or denial of the appeal. The student will be notified with 5 days of a decision. Only if the appeal is approved will the student resident be eligible to remain in Collin College Student Housing. If the appeal is not approved, the student resident will be given a deadline by which he or she must move out.

A student resident's failure to comply and move out of student housing by the stated deadline will lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#). Collin College Police Department may get involved as well regarding trespassing violations.

### **Grade Point Average (GPA)**

New student residents must achieve a 2.0 grade point average (GPA) at the end of their first semester at Collin College. Student residents must maintain a 2.0 GPA every semester to continue living in student housing. Student residents with less than a 2.0 appeal he or she must submit an appeal explaining why he/she dropped below the required GPA and how they plan on maintaining the GPA moving forward. This appeal should be submitted via email to the Director of Student Housing at [amcgill@collin.edu](mailto:amcgill@collin.edu). The Director of Student Housing will take the appeal, meet with a housing committee and decide on the approval or denial of the appeal. The student will be notified with 5 days of a decision. Only if the appeal is approved will the student resident be eligible to remain in Collin College Student Housing. If the appeal is not approved, the student resident will be given a deadline by which he or she must move out. A student resident's failure to comply and move out of student housing by the stated deadline will lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#). Collin College Police Department may get involved as well regarding trespassing violations.

### **Renewal of Eligibility**

Eligibility may be renewed if the student resident continues to meet requirements. Eligibility automatically expires when a student resident no longer meets requirements or graduates from Collin College, unless continuing enrollment is demonstrated and documented.

Eligibility for residence does not guarantee students a right to renew a Collin College Student Housing Terms and Conditions Lease Agreement.

The right to continue residing in Collin College Student Housing will be based on Collin College's housing priorities and availability. Any exceptions to housing assignments will be dependent on availability and determined on a case-by-case basis.

### **Student Athletes**

In addition to fulfilling all other eligibility criteria, student athletes must meet all Athletic Department and National Junior College Athletic Association (NJCAA) requirements and remain in good standing with these organizations. For more information, contact Collin College's Athletic Department at 972.516.5025 or go to <http://athletics.collin.edu/landing/index/>.

### **Student Housing Terms and Conditions Lease Agreement**

All student residents must sign the Collin College Student Housing Terms and Conditions Lease Agreement. The parent or legal guardian of a student resident who is under 18 years of age must also be a signatory.

### **Suspended or Expelled Student Residents**

A student resident who is suspended or expelled from Collin College for any reason must complete a *Student Housing Cancellation Form* no later than 24 hours following the exhaustion of the appeal process.

### **Visa and Immigration Status**

International Collin College students who hold a current F-1 student visa are eligible to reside in Collin College Student Housing. Collin College students who hold any other type of visa (e.g., dependent visa, work visa) are not eligible to reside in Collin College Student Housing. A Collin College student who is on a non-immigrant visa and is on practical training is no longer considered to be a Collin College student, and is not eligible to live in Collin College Student Housing. For assistance with visa and immigration status, contact the International Student Office (ISO) in Room G-103 at

the Plano Campus at 972.516.5012 or [iso@collin.edu](mailto:iso@collin.edu).

## Section 2: General Information and Procedures

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### Abandoned Property

Neither Collin College, the Student housing Department, nor any Collin College staff are responsible for student property left in any buildings, including Collin College apartments. Property owned by a student resident or former student resident left in a Collin College apartment after the apartment has been vacated is considered abandoned property. Collin College considers the apartment vacant 24 hours after the resident leaves the property. All move outs must move completely out on their scheduled move out day and remove all belongings or it will be considered abandoned property and thrown away. The official move out time for all residents is 12:00pm on the day of the scheduled move out.

### Address

A student who changes a permanent or local address, or name, must notify the Admissions and Records Office within the Student and Enrollment Services suite of this change immediately. Any communication from Collin College that is mailed to the name and address on record is “considered to be delivered” and the student is held responsible.

To send or receive mail, use the following address information:

Collin College Student Housing  
Attn.: (Resident’s Name)  
5800 Jupiter Road  
Apt. (Apartment Number)  
Plano, Texas 75074

### Alcohol, Controlled Substances, Smoking, Tobacco, and Electronic Smoking Devices

Collin College is an alcohol-, drug-, smoking-, and tobacco-free institution. The possession or use of any alcoholic beverage, controlled substance, tobacco product, or electronic smoking device (including, but not limited to, electronic cigarettes or personal vaporizers) is strictly prohibited anywhere on Collin College property or in Collin College facilities. Policies prohibiting the use of these substances and items also apply at Collin College Student Housing. For more information, see the current [Student Code of Conduct](#).

State and federal laws regarding the possession, sale, manufacture, or distribution of alcohol and controlled substances will be strictly enforced at all times on all Collin College property. The enforcement of these laws on campus is the primary responsibility of the Collin College Police Department. Violators are subject to college disciplinary action, criminal prosecution, a fine(s), and/or imprisonment.

Student residents who violate this policy will be subject to termination of tenancy and appropriate disciplinary action, as defined in the Collin College [Student Code of Conduct](#). Termination of tenancy does not release student residents from their financial obligations under the Collin College Student Housing Terms and Conditions.

### Americans with Disabilities Act (ADA)

Collin College provides reasonable accommodations, in accordance with the [Americans with Disabilities Act of 1990 \(ADA\)](#) and [Section 504](#) of the [Vocational Rehabilitation Act of 1973](#), to afford equal educational opportunities to all people. Students requesting housing accommodations under the [ADA](#) should contact the leasing office at **972-881-5151**

## Announcements and Advertising

General announcements concerning Collin College activities will be posted on the bulletin boards and/or sent to students' Collin Email accounts. Students should develop the habit of checking the bulletin boards and Collin Email regularly. All posters advertising campus activities and events must be approved by the Student Engagement Office. Commercial establishments and private parties cannot advertise on the bulletin boards or through Collin Email.

## Annual Security and Fire Safety Report (ASR)

Collin College publishes an annual security and fire safety report (ASR) as part of its [\*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092\(f\) \(Clery Act\)\*](#) compliance document. Information contained in the ASR includes, but is not limited to:

1. campus crime arrest and referral statistics (i.e., campus crime statistics), which include incidents reported to the Collin College Police Department, designated campus security authorities (CSAs), and local law enforcement agencies;
2. policies, procedures, and information on emergency plans and emergency notifications;
3. policies and procedures for alcohol and drug use;
4. policies and procedures for handling reports of dating violence, domestic violence, sexual violence, and stalking;
5. information on the Collin College Police Department;
6. information on how and to whom to report a crime;
7. campus and community resources available to victims; and
8. fire safety information and fire statistics for Collin College Student Housing (Collin College) concerning the number of fires, the cause of each fire, the number of injuries and deaths related to each fire,

and the value of the property damage caused by each fire.

The current annual fire safety report is located on Collin College's website at [www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html](http://www.collin.edu/studentresources/deanofstudents/AnnualSecurityReports.html).

## Apartment Assignments

Collin College has the right to reserve units in Collin College Student Housing. Collin College reserves the right to make appropriate changes in housing priorities and procedures, as required. Changes will become effective when the appropriate authorities so determine and may apply to both prospective and current student residents.

The Director of Student Housing reserves the right to assign and re-assign residence hall spaces, including temporary housing, when deemed necessary for the benefit of the individual student, other residents, or Collin College. Any resident whose actions are found to be detrimental to the welfare of the student living community may be required to move into another room, apartment, or building, and may also be subject to disciplinary action under the current [\*Student Code of Conduct\*](#).

## Apartment Entry

Student housing respects students' rights of privacy. Without prior written consent, the Director of Student Housing or designee will not give any person, including a parent or guardian, access to a student resident's apartment or room. However, the Director of Student Housing or designee may enter a student's apartment and room after knocking first. Apartments and rooms may be entered whether or not the student resident is present for the following reasons:

1. in case of an emergency;
2. when there is a health or safety concern or a welfare check is necessary;
3. when a student resident has abandoned or surrendered the premises;

4. to complete necessary or agreed-upon maintenance, repairs, alterations, or improvements;
5. to clean and make ready a vacant space or bedroom;
6. to supply necessary or agreed-upon services;
7. to test smoke detectors, conduct health and safety inspections, and perform regular preventative maintenance;
8. to show the premises to prospective or actual residents, workers, contractors, etc.;
9. to conduct inventories;
10. with the student resident's permission;
11. for any other reasonable cause. "Reasonable cause" is defined as a reason to believe that a policy, procedure, or rule violation has occurred; or
12. as otherwise allowed by law.

Except in cases of emergency, the Director of Student Housing will provide student residents with reasonable written notice of intent to enter. Entry will be during normal business hours. Reasonable attempts will be made to provide student residents 48 hours advance written notice of entry. Student residents may be present when staff enters the unit; however, entry is not conditional upon the student resident's presence. In an emergency, the Director of Student Housing or designee may enter the unit at any time without prior notice.

When Collin College personnel are acting within the scope of their assigned duties and obligations (e.g., in an emergency or disciplinary situation), student residents must comply with requests to enter apartments and bedrooms. Refusal to allow access to such personnel acting in accordance with his or her job responsibilities will be referred to the Dean of Students Office for possible disciplinary action, as defined in the current [Student Code of Conduct](#).

### **Health, Safety, and Preventative Maintenance**

The Director of Student Housing or designee will enter apartments and rooms to perform

inspections, ensure health and safety standards are being met, and identify potential hazards. Student residents will receive advance notification and will be expected to cooperate. Failure to comply will result in disciplinary action. Inspections will include but are not limited to the items listed below.

1. Safety Equipment:
  - a. smoke detectors,
  - b. sprinkler heads, and
  - c. other security features (e.g., self-closing door hinges, window and door locks, etc.).
2. Fire Hazards:
  - a. frayed or overloaded electrical wiring, including multiple cords or power strips plugged together (i.e., "daisy chained"),
  - b. stacks of newspapers or magazines,
  - c. covered heaters,
  - d. buildup of grease in ovens or on stovetops, and
  - e. storage of gasoline, other flammable materials, or gas powered vehicle(s) in unit.
3. Health Hazards:
  - a. improperly stored or disposed of garbage and food,
  - b. unclean bathtub or shower surfaces,
  - c. improperly disposed of aluminum cans, glass, bottles, and paper bags,
  - d. obstructions blocking interior safety equipment or ease of ingress and egress,
  - e. unreported water intrusion or leaks,
  - f. pest control issues,
  - g. prohibited pets,
  - h. potential illegal occupancy,
  - i. excessively dirty or cluttered rooms, and
  - j. any other violations of Collin College Student Housing Terms and Conditions.

Corrective warning notices will be given in writing within a reasonable time following the inspection. Any violations that mandate an automatic fine will



also be communicated and charged to the resident student's account. Damages to the unit may be cause for disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

## **Appliances**

Electrical appliances should display the "Underwriters Laboratory" (UL) approval. They must not disrupt electrical circuits or disturb other residents. Electrical appliances permitted in Collin College apartments include:

1. clock,
2. coffee makers,
3. curlers,
4. curling irons,
5. desk lamp,
6. personal computer (PC) or laptop,
7. radio,
8. shaver,
9. stereo, and
10. television.

The following appliances are not permitted in Collin College apartments because they present health and safety hazards:

1. barbecue grills,
2. Emerson heaters,
3. open-faced electrical or heating appliances (e.g., hot plates, broilers, electric skillets, fry daddy's), any appliances that is not covered.
4. space heaters, and
5. window/portable air conditioners.

These items will be confiscated and held in the Collin College office until the student goes home, at which time they can be returned to the student. Any resident caught with an unauthorized appliance will be subject to receive a fine for violating the fire code.

## **Microwaves**

Microwave ovens are provided in the kitchens of each Collin College apartment unit. Residents are responsible for following instructions for microwave use and cleaning.

## **Babysitting and Unattended Children**

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

Babysitting is not allowed in Collin College apartments. Children under the age of 17 are not allowed in Collin College apartments.

Unattended children will not be allowed in Collin College facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in classes or approved programs with Collin College. Children will not be taken to orientations, classes, labs, Testing Centers, residents apartment, laundry facility, pool, BBQ area or any other areas on CASH. Furthermore, children will not be taken to work with Collin College employees, other than for approved programs with Collin College.

## **Banners, Flags, and Signs**

Flags, signs, and banners may not be hung from patios, balconies, windows, hallways/breezeways, or any other area visible from the exterior or interior of the residence. Holiday decorations are welcome in apartments and rooms, but must be removed within five (5) calendar days of the holiday. The Director of Student Housing or designee reserves the right to monitor content and placement, and will require removal if a violation of this policy occurs.

## **Bathrooms**

Residents must maintain and keep the apartment bathroom clean. Permanent modifications, including painting, are not allowed in the bathroom. To prevent clogs, only moderate amounts of toilet tissue should be flushed.

Flushable wipes are strictly prohibited, as they can clog pipes. A \$25 fee will be charged for each offense if flushable wipes are found in a resident's possession.

### **Bed Bugs**

Bed bugs have become a severe problem on many college and university campuses. The major issues are that student residents do not know what to look for or how to make a bed bug report. If a student resident sees signs of bed bugs, he or she should contact the Director of Student Housing or designee immediately.

Bed bug bites may be identified by small welts similar to mosquito bites. These welts often occur in rows of three (3) or more and cause itching and discomfort. These bites may show up in the morning, but they typically take a few days to appear. If bed bugs are present, tiny dark excrement stains will be on sheets, pillowcases, and mattresses. Molted skins and eggshells may also be present, but student residents should look for crawling or dead adult bed bugs as well.

If an active bed bug infestation is found, it will be treated at no cost to the student resident. However, preparation of the apartment prior to treatment will be the student resident's responsibility. Non-compliance with a bed bug treatment (i.e., preparing the apartment for treatment) or more than one (1) case of bed bugs may result in the student resident being held liable for payment of treatment and potential disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

### **Bicycles**

Bicycles can be stored in the resident's room with the roommate's permission. Bicycles should not be chained to rails, columns, or stairwells or placed in hallways. Bicycles are not to be ridden inside the apartments.

Bicycles and properly state registered and inspected motor vehicles are allowed on

designated streets, roadways, and surface parking areas. In the interest of safety, operating or riding hoverboards, longboards, rollerblades, scooters, Segways, skateboards, etc. is prohibited in Collin College parking garages and/or buildings, unless authorized by the ACCESS Office or Human Resources Office as a reasonable accommodation required by the *Americans with Disabilities Act (ADA)* or other federal law. Pedestrians have the right of way on Collin College sidewalks.

### **Businesses and Private Enterprises**

Conducting any kind of business in a student resident's apartment or anywhere in the Collin College Student Housing community is strictly prohibited. Failure to comply with this policy will lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

### **Cancellation Policy**

If a student resident needs to cancel his or her Collin College Student Housing Terms and Conditions Lease Agreement, the student resident will be held to the cancellation rules, as outlined in that agreement.

### **Candles and Open Flames**

Candles and open flames are not allowed in Collin College Student Housing. This includes, but is not limited to, incense, scented wax warmers (except those warmed by a light bulb), oil lamps, wax sculptures, and other devices that use an open flame.

### **Cleaning and Cleanliness**

Student residents should make reasonable efforts to maintain proper personal cleanliness and hygiene. Rooms and apartments must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Student residents may not violate these regulations or interfere with the safe and clean environment of others. Violations of this policy may result in fines, termination of the student resident's Student

Housing Terms and Conditions, and/or referral to the Dean of Students Office for disciplinary action, in accordance with the current [Student Code of Conduct](#).

Student residents are expected to keep their rooms and apartments reasonably neat and clean at all times and to immediately correct any abuse pointed out by a Collin College representative. Residents are expected to maintain a healthy and safe living environment for themselves as well as others in the living community. The Director of Student Housing or designee can ask a resident to clean the room or apartment at the staff member's discretion. Residents must furnish their own cleaning supplies.

### **Cooking and Kitchen Maintenance**

Student residents are responsible for ensuring proper sanitation, ventilation, and fire safety precautions are taken while cooking. Any damage resulting from improper food preparation or disposal will be billed to the student resident(s) responsible. No food or waste should be disposed of in sinks. Use of unapproved cooking appliances may be reported to the Dean of Students Office for disciplinary action, in accordance with the current [Student Code of Conduct](#).

### **Food Storage**

Student residents are requested to store food in sealed containers or their personal refrigerators to maintain a healthy and pest-free living environment.

### **Common Areas**

Apartment and student housing clubhouses, grass areas, hot tub, laundry facilities, lobbies, outdoor recreation areas, parking lots, sand volleyball court, study rooms, and swimming pool are intended for the individual and group use of student residents.

Student residents may bring video gaming equipment to the common area television. Other gaming equipment, including pool/ping-

pong/foosball equipment, board games, and sports equipment, may be checked out from the Director of Student Housing or designee with a valid Collin College student ID card. Inappropriate use or abuse of gaming equipment (e.g., breaking pool cues or ping-pong paddles, throwing balls, etc.) may result in the loss of privileges and/or the cost of repairs or replacements.

Study rooms are intended for student residents' private academic use.

It is expected that student residents and their visitors will respectfully comply with the directions of the Director of Student Housing or designee who is acting in the official capacity of his or her duties and responsibilities. This includes, but is not limited to, providing a valid Collin College student ID card for identification and changing inappropriate behavior when asked. Failure to comply with the Director of Student Housing or designee's directions is a violation of the [Student Code of Conduct](#) and will be reported to the Dean of Students Office for disciplinary action.

### **Complaints Regarding Student Housing**

Complaints regarding Collin College Student Housing should be submitted in writing to the Director of Student Housing at [amcgill@collin.edu](mailto:amcgill@collin.edu)

### **Damage and Destruction**

If the Director of Student Housing or designee determines a student resident's housing assignment is not livable due to damage or destruction, the student resident's Student Housing Terms and Conditions may be terminated, or the student resident may be moved to similar accommodations within Student Housing while repairs are made. Any act of damage, destruction, vandalism, or misuse of Collin College Student Housing property is a violation of the [Student Code of Conduct](#) that will result in charges and be reported to the Dean of Students Office for disciplinary action. It is the student resident's responsibility to return the apartment back to its

original move-in condition upon moving out of Collin College Student Housing.

### **Chalking**

The use of chalk on any buildings is prohibited. Groups may be approved by the Director of Student Housing or designee to chalk in specific sidewalk locations around Collin College Student Housing and the apartments. If the chalk is not properly removed, groups may be reported to the Dean of Students Office for disciplinary action, in accordance with the current [Student Code of Conduct](#).

### **Darts and Dart Boards**

Darts and dart boards are prohibited in Collin College Student Housing because of the potential danger to both persons and property. Any damage to walls or other features of a unit cause by darts will be charged to the student resident(s).

### **Decorating, Painting, and Wall Hangings**

Pictures, posters, and other items used to decorate a student resident's bedroom are encouraged as long as they do not create a health, safety, or fire hazard or cause damage to the bedroom. All decorations are subject to the approval of roommates. Decorations may not be visible through the window.

Additionally, student residents may not hang items such as flags or netting from ceilings or balconies. Items that "drape" inhibit smoke flow and may dangerously delay activation of the smoke alarms and sprinkler system in the event of a fire. Window coverings are provided in all areas for privacy and protection from the heat of the sun. Do not hang or display items in your windows that are visible from the outside. Holiday decorations are welcome in apartments and rooms, but must be removed within five (5) calendar days of the occasion.

For fire safety reasons, no items may be hung or placed within 18 inches of a fire sprinkler head.

Student residents are not permitted to paint their apartments or individual bedrooms. Student residents may be assessed a fine for painting any portion of their apartments or bedrooms and/or charged the cost of repainting.

Student residents may not adhere tape to the walls, doors, or floors of their apartments. Stickers, including glow-in-the-dark stars and double-sided adhesive foam/tape, are not allowed on walls, ceilings, windows, cabinets, or exterior and interior doors. Carpet tape, duct tape, or other adhesive tapes may not be used to secure items to the floor, walls, doors, etc.

Placing contact paper or any adhesives on the walls, woodwork, or furniture may result in damage charges. The use of thumbtacks, small tack nails, or small screws is permissible for hanging items on walls. **Do not** nail or screw anything into doors or furniture. Affixing any items to the ceiling is prohibited.

### **Exterior Building Areas**

For health and safety reasons, hallways, stairways, breezeways, landings, and walkways are to be kept clear of furniture, equipment, trash, bicycles, and any other obstacles that might obstruct safe passage. Hallways, breezeways, walkways, landings, and lounges are not to be used as grounds for "hall sports," sporting events, wrestling, horseplay, or riding bikes and skateboards due to the possibility of property damage and personal injury. This includes bouncing or throwing balls, Frisbees, etc. Water fights of any kind (e.g., squirt guns, water balloons, etc.) in the buildings are prohibited. Climbing on ledges, roofs, overhangs, balconies, the outside of stairwells, and exterior wall is prohibited.

Student residents and their guests are not allowed to paint or spray-paint signs, boards, or any other items on sidewalks, grass, bushes, trees, parking lots, or concrete areas around the buildings. Doing so could lead to damage charges being assessed to clean up overspray.

## **Financial Charges for Damage and Destruction**

Financial charges relating to damage, destruction, cleaning, or theft of Collin College Student Housing property are billed to the specific student resident(s) responsible whenever such individuals can be identified. However, when damage, destruction or theft cannot be assigned to a specific student resident(s), the charges may be divided equally among the residents of an apartment or building. Student residents will be given every opportunity to identify the individual(s) responsible for the damage before a group billing is finalized. Student residents' active involvement in reducing damages within the community is encouraged. Student residents can assist by following these guidelines:

1. report any damages to the Director of Student Housing or designee immediately,
2. treat Collin College Student Housing property with as much respect as personal property, and
3. discourage others, including fellow student residents and guests, from behaving irresponsibly.

## **Grounds**

Student residents are expected to keep all lawn areas free of litter, pet waste, bicycles, and other equipment.

## **Structural Changes**

No structural changes or additions may be made to building exteriors, including apartment front entrances, patios, and balconies. No alterations may be made to the front door or apartment entrance. Student residents may not tamper with existing locks or add additional locks to their units. If there is a problem with a lock or it is not working correctly, the student resident should notify the Director of Student Housing or designee immediately. Front door mats are encouraged, but the Director of Student Housing or designee reserves the right to remove mats that are inappropriate or not designed for outdoor use (e.g., carpet remnants). Colored light bulbs are

prohibited in all exterior features. Extra exterior lighting (e.g., garden lights, patio lights, etc.) is not permitted.

## **Window Treatments**

To preserve the uniform appearance of the Collin College Student Housing community, the following guidelines regarding window treatments will be enforced:

1. All window coverings must show white when viewed from the building exterior.
2. Drapes and other window coverings are permitted if they are installed in a manner that does not alter the present appearance of Collin College Student Housing's exterior.
3. All window and door blinds visible from the exterior must be those provided by Student housing.
4. Aluminum foil and similar coverings are not permitted on windows or on sliding glass doors.
5. Banners, flags, and signs are prohibited.

## **Deposits and Fees**

Cleaning charges and damage charges (if applicable) will be deducted upon final check-out of the residence. Failure to follow check-out procedures could result in forfeiture of deposit. After all bills are paid to Collin College, the deposit balance will be returned to the student, upon request, after the student has moved out of student housing.

## **Doors: Propping and Tampering**

It is against Student housing rules to prop or hold open any door within the Collin College Student Housing community for any reason. It is also a violation to tamper with any electronic or key-operable mechanism that operates the doors. Individuals found tampering with or propping open doors will be reported to the Dean of Students Office for disciplinary action, in accordance with the current [\*Student Code of Conduct\*](#).

## Energy Conservation Tips

### Electricity

1. Replace incandescent light bulbs with compact fluorescent lights (CFLs), which use 75% less energy and last up to 10 times longer.
2. Turn off all lights when you leave a room.
3. Turn off or unplug appliances when you are not using them.
4. Unplug all computers, chargers, and electronics while on vacation.

### Heating and Air Conditioning

1. Do not turn the thermostat too high or too low to adjust the temperature in a hurry. It will not heat or cool your apartment any faster.
2. Do not let heat or cold air escape. Keep doors and windows closed while the heating or air conditioning is on.
3. Use fans and open windows to create a cross-draft instead of using air conditioning.
4. Keep vents free from obstructions.

### Laundry

1. Only wash full loads.
2. Use cold water instead of hot. Detergents are now made to clean clothes in cold water, thus saving the energy needed to heat the water.
3. Only dry full loads, and clean the lint filter after each use.
4. Most materials only need a 10- to 15-minute wash cycle to get them clean. Excessive washing and drying will wear out the clothes faster.
5. Air dry items which do not need to be machine dried.

### Refrigerators

1. Open the refrigerator door only long enough to get the food items needed.
2. Organize food on the shelves for easy access.

3. Allow leftovers to cool before placing them in the refrigerator or freezer so it will not have to work as hard to cool them off.
4. Refrigerators and freezers operate more efficiently when full, but overloading them will prevent the cold air from circulating properly.

### Water

1. Turn off the water when you are not using it (e.g., when lathering hands with soap, brushing teeth, scrubbing dishes, etc.).
2. Decrease showering time to about five (5) minutes.

### Fair Housing Act

Collin College is committed to compliance with all federal, state, and local fair housing and anti-discrimination laws, including the federal [\*Fair Housing Act\*](#). Students requesting housing accommodations under the [\*Fair Housing Act\*](#) should contact the Director of Student Housing at **972-881-5151**.

### Fireworks

Possession of fireworks or any explosive device(s) is prohibited by city ordinance. Possession will result in disciplinary action and damage assessments to the violator(s) or the student resident(s).

### Fitness Centers

Resident students may use the Fitness Centers at the Frisco Campus, McKinney Campus, or Plano Campus during the times posted. Resident students are also encouraged to attend free wellness activities, which are listed at each campus.

The **Frisco Campus Fitness Center** consists of a gymnasium, dance studio, weight training room, wellness center, and locker room facilities.

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

The **Plano Campus Fitness Center** consists of the main gymnasium, weight training room, dance studio, four (4) racquetball courts, locker room facilities, 12 lighted tennis courts, and use of the Oak Point Recreation Center Natatorium (Monday-Friday, 8 a.m.-4 p.m.).

For more information and hours of operation, call the Fitness Centers at 972.377.1758 (Frisco), 972.548.6891 (McKinney), or 972.881.5848 (Plano).

### **Freeze Warnings and Preparations**

If freezing weather is expected, a student resident should open the cabinet doors under the kitchen and bathroom sinks so the exposed plumbing does not freeze. If a student resident is going to be away from his or her apartment or room for an extended period of time during the winter months, the student resident should leave the thermostat on “auto” and set it at a minimum of 55 degrees. Turning the thermostat off completely may cause pipes to freeze and burst. These precautions are essential in order to avoid substantial damage to the student resident’s apartment and personal belongings. If a student resident fails to take these precautions, he or she may be liable for damages to the apartment and any other affected areas.

### **Furniture**

Student residents are responsible for the furniture in their apartments and rooms. Do not remove the furniture or move it to another room. Furniture must not be taken apart. Student residents are not allowed to bring personal furniture (e.g., beds, couches, loveseats, recliners, futons, etc.). This includes “cinder blocks” for shelving. Student residents may bring TVs, TV stands, or small chairs (e.g., bean bag chairs). Should additional furniture or cinder blocks for shelving be found in an apartment or room, the student resident(s) will be given 48 hours to remove the item(s) from the premises. Failure to comply will lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

### **Gambling**

Gambling of any kind is prohibited in Collin College Student Housing and on any Collin College campus or property. Gambling of any kind will lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

### **Gender-inclusive Housing**

Collin College’s Student housing Office welcomes student residents of all gender identities and expressions, and is committed to providing an equitable, inclusive community for all residents. Contact the Director of Student Housing or designee to learn about all available housing options. It is Collin College’s goal to provide an affirming, non-discriminatory student housing experience.

### **Grills and Outdoor Cooking Appliances**

There are charcoal grills located at Collin College Student Housing community for student residents’ use. Personal grills and other outdoor cooking devices are not allowed anywhere in Collin College Student Housing, including balconies and patios.

Student residents should be cautious when using the charcoal grills. Fire should not be left unattended at any time. All fires should be extinguished completely before leaving the area. Student residents are responsible for cleaning up the area before leaving.

### **Guests and Visitation Hours**

Other Collin College students with a valid Collin College student ID card, student residents, and guests may visit an individual student resident in his or her apartment. A “guest” is defined as an individual who is not an assigned resident of the particular bedroom or apartment he or she is visiting. Guests must be escorted by the student resident at all times while at Collin College Student Housing.

Visitation hours are Sunday through Thursday from 9:00 a.m. to 11:00pm, and Friday and Saturday from 9:00 a.m. to 2:00 a.m. Overnight guests are allowed if all roommates approve and the Director of Housing approves your form. You must fill out the "Overnight Guest Request Form" that is located on the Student Housing website under "[Useful Links](#)". Only one (1) overnight guest is allowed per resident. Guest(s) can stay overnight for 3 consecutive nights and then there must be a 3-day break before the guest are allowed to come back. The overnight guest form must be filled out at least 24 hours in advance.

Student residents are responsible for monitoring the conduct of their guests while in their room, apartment, building, and on campus. All Collin College and student housing policies apply to guests just as they do to student residents. Student residents will be held responsible for the inappropriate actions of their guests, unless the individuals directly responsible for damage or violations of Collin College and student housing policies can be identified.

### **Hazing**

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

Hazing is prohibited at Collin College, on Collin College property including Collin College Student Housing, or while attending Collin College-sponsored activities on or off campus. The following information is taken from *Texas Education Code Chapter 37, Subchapter F and Section 51.936* of the *Texas Higher Education Code*.

"Hazing" means any intentional, knowing, or reckless act occurring on or off Collin College campuses by one (1) person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or Collin College rather than submit to acts described above; and/or
5. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the *Texas Penal Code* and/or other applicable law.

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; and/or
3. has first-hand knowledge of the planning of a specific hazing incident involving a student at Collin College or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students Office.



For the purpose of this policy, “student” means any person who:

1. is registered in or in attendance at an educational institution;
2. has been accepted for admission at the educational institution where the hazing incident occurs; or
3. intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

An organization commits an offense if the organization:

1. condones or encourages hazing; or
2. if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

For the purpose of this policy, “organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

The Dean of Students Office will 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.

### **Health and Safety Checks**

Clean apartments prevent and control pests and can stop the spread of illnesses and other types of problems. Health and safety checks are done on a random basis by the Director of Student Housing or designee throughout each semester. Unsanitary living conditions will be documented and may result in disciplinary action and/or a monetary fine.

Student residents are expected to keep their rooms clean and orderly. Student residents should not leave trash in hallways, laundry rooms, stairwells,

or outside their apartments. Dirty clothes should be kept in appropriate laundry containers.

Failure to comply with warnings concerning poor room and living conditions may result in the student resident being asked to vacate student housing or not being permitted to return in future semesters.

### **Room Entry/Search**

Collin College recognizes residents’ desires for privacy, particularly in the context of their group living situation, and will do all it can to protect and guarantee their privacy. However, Collin College through a Student Housing staff member, reserves the right to enter a resident’s room/apartment at any time for the following purposes:

- To determine compliance with all relevant health and safety regulations.
- To provide cleaning, maintenance work, and/or pest control.
- To conduct an inventory of Collin College property.
- To silence unattended loud alarms or music.
- If there is an indication of imminent danger to life, health, and/or property.
- If there is a reasonable cause to believe that a violation of Collin College or housing regulations is occurring.
- To search for missing Collin College property.

A room search by a designated Student Housing staff member is possible but rare. For such a search to take place, the conditions for room entry must exist. Permission for a room search is determined by the Director of Student Housing level and above. Items that violate Collin College or housing regulations will be confiscated. A room search by law enforcement officials must be accomplished using a valid search warrant or with the explicit consent of the resident.

### **Health Information**

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

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

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

### **Communicable Diseases**

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

### **HIV/AIDS Information**

Each institution of higher education, including each college district, will make available the institution's policy on HIV infection and AIDS to students by including the policy in the student handbook, if practicable, or by any other method, in accordance with *Section 51.919(3)(b)(c)* of the *Texas Education Code*. To view *Section 51.919* of the *Texas Education Code*, go to <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm>.

Collin College has adopted the HIV/AIDS Model Workplace Guidelines approved by the Texas Department of State Health Services (TDSHS). These guidelines, Collin College's AIDS policy, and a brochure and fact sheet developed by TDSHS titled *What You Should Know About HIV* and *Facts You Should Know About HIV and AIDS*, respectively, are available upon request from Counseling Services or at [www.dshs.texas.gov/hivstd/info/hiv/](http://www.dshs.texas.gov/hivstd/info/hiv/). Confidentiality of these requests will be honored.

### **Basis for Action**

Collin College's decisions involving persons who have communicable diseases will be based on current and well-informed medical judgments concerning the diseases, the risks of transmitting the illnesses to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and available alternatives for responding to a student with a communicable disease.

### **Nondiscrimination**

Collin College will not discriminate against or deny any student access to a Collin College facility, program, function, or campus activity solely on the grounds that the student has a communicable disease. Collin College reserves the right to exclude a person with a communicable disease from Collin College facilities, programs, functions, and campus activities if Collin College makes a medically-based determination that the restriction is necessary for the welfare of the person who has the disease and/or the welfare of the other members of the Collin College community.

### **Privacy**

Collin College will comply with all pertinent statutes and regulations that protect the privacy of persons in the Collin College community who have a communicable disease. Collin College will ensure procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect throughout the College District.

### **Bacterial Meningitis**

State law (i.e., *Texas Higher Education Code Section 51.9192*) requires most new students under the age of 22 entering a higher education institution to show proof of having the bacterial meningitis vaccine 10 days prior to the start of the term. For more information, go to [www.collin.edu/gettingstarted/admissions/meningitis/](http://www.collin.edu/gettingstarted/admissions/meningitis/).

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

Bacterial meningitis strikes approximately 600 to 1,000 Americans each year, with the greatest risk of contraction affecting adolescents and young adults (National Meningitis Association, 2019, [www.nmaus.org/disease-prevention-information/statistics-and-disease-facts/](http://www.nmaus.org/disease-prevention-information/statistics-and-disease-facts/)).

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

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

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

#### **How is bacterial meningitis diagnosed?**

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

#### **How is bacterial meningitis transmitted?**

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

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

#### **Who is at an increased risk of getting bacterial meningitis?**

Vaccination against meningococcal disease is recommended for persons at an increased risk of getting bacterial meningitis. Those persons include, but are not limited to, adolescents ages 11-18 years, college freshmen living in dormitories (or sharing apartments), anyone who has a damaged spleen or whose spleen has been removed, and people who have been exposed to meningitis during an outbreak (CDC, *Meningococcal Vaccination: What Everyone Should Know*, 2017, <https://www.cdc.gov/vaccines/vpd/mening/public/index.html>).

#### **What are the possible consequences of the disease?**

While most people recover fully, 10-15% of people who have blood or brain infections caused by *Neisseria meningitidis* will die. About 19% of people who survive meningococcal disease will have permanent effects such as hearing loss, brain damage, or the loss of a limb (National Meningitis Association, 2019, <http://www.nmaus.org/disease-prevention-information/five-facts-about-meningococcal-disease-and-prevention/>).

#### **Can the disease be treated?**

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

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

These vaccinations are effective against multiple types of bacteria that cause meningococcal disease,

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

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

### **How can students find out more information?**

Students should contact their healthcare provider or Collin County Health Care Services at 972.548.5500 (McKinney) or 972.424.1460 ext. 5500 (metro). Helpful information is available at <https://www.cdc.gov/meningitis/bacterial.html> and [www.collincountytx.gov/healthcare\\_services/Pages/default.aspx](http://www.collincountytx.gov/healthcare_services/Pages/default.aspx).

### **Immunizations**

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

### **Holiday Checklist**

If a student resident is planning to leave town for a holiday or extended period of time, the following tips and reminders will help ensure a safe and problem-free return:

1. In winter, set the thermostat to “auto” and at 55 degrees, and leave cabinet doors under the kitchen and bathroom sinks open in case of freeze warnings.
2. Do not leave notes on the apartment front door, social media, etc. or a message on voicemail indicating you are out of town.

3. Make sure all windows and doors are closed and locked.
4. Clean out the refrigerator and take out all trash.
5. Take all valuables (e.g., camera, cellphone, computer, laptop, jewelry, etc.) with you.
6. Leave an emergency contact number(s) with the Director of Student Housing or designee.
7. Unplug all electrical items and devices.

### **Identification**

For the safety and welfare of all student residents, and to protect the property of Collin College Student Housing, the Director of Student Housing or designee may request proof of identity of any person on the premises. Individuals who are unable to provide identification may be asked to leave, and the Collin College Police Department may be contacted to assist with the situation. A student resident’s failure to identify him- or herself to a Collin College staff member upon request may result in disciplinary action through the Dean of Students Office, in accordance with the current [\*Student Code of Conduct\*](#).

### **I Got Your Back (IGYB) Bystander Awareness Project**

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

For more information and a list of IGYB events, go to [www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html](http://www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html).

### **Internet/Wi-Fi**

Wi-Fi is available in the common area at Collin College Student Housing. Individual apartments are wired for Internet services. Student Residents

wanting Internet services must contract with a local Internet provider to establish service and make arrangements to be present for installation. Roommates should discuss and agree upon splitting and payment of Internet services bills.

### **Intramurals**

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

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

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

For more information, go to [www.collin.edu/intramurals/](http://www.collin.edu/intramurals/).

### **Keys and Locks**

Apartment keys are issued during the check-in process. Student residents should carry their apartment keys at all times and never leave their keys unattended. For safety purposes, student residents should not place any identifying markers on their key rings. Making, causing to be made, or possessing any key for a Collin College facility without proper authorization is strictly prohibited, and may lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

If a key is lost, a new key will be issued and the resident student will be charged a \$65.00 replacement fee. Lost or broken keys must be immediately reported to the Director of Student Housing or designee. Student residents may not loan or give their apartment key to any individual in order to give them access to Collin College Student Housing or the student resident's apartment.

Jeopardizing the security of Collin College Student Housing by interfering with entrance doors or tampering with a lock is a serious violation. Student residents who tamper with room door locks (e.g., pin locking) will be assessed a \$25.00 charge plus any fee(s) for resulting damage. Additionally, tampering with locks will lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

### **Lockouts**

Student residents who lose or temporarily misplace their keys should immediately report the issue to a Collin Student Housing staff member in the office. If a student resident is locked out after office hours, he or she should contact the Residence Life Coordinator on call at **972-881-5151**

### **Laundry Facilities**

Washers and dryers are available in Collin College Student Housing for student residents' use only. Collin College is not responsible for laundry that is lost, damaged, or stolen. If there are problems with the machines, contact the student housing operations at **972-881-5151** or [studenthousing@collin.edu](mailto:studenthousing@collin.edu)

### **Loitering**

Resident students and their guests are requested to refrain from loitering outside the apartments after visitation hours have ended. See the [Guests and Visitation Hours](#) section in this handbook for more information. Outside and inside stairwells are off limits at all times. Stairwell, parking lot, and walkway lights must be lighted at night for safety.

## Lost and Found

If a student resident loses or finds something at Collin College Student Housing, he or she should contact the Director of Student Housing or designee and leave the item(s) in his or her care. Lost and found items will be held a minimum of one (1) month.

Student Engagement is the lost and found headquarters at the Frisco Campus, McKinney Campus, and Plano Campus. At the Courtyard Center (CYC) in Plano, contact the Admissions Office for lost and found items. The Student Services Center coordinates lost and found items at the Collin Higher Education Center (CHEC) in McKinney. Collin College staff coordinates lost and found at the Allen Center, Public Safety Training Center (PSTC) in McKinney, and Rockwall Burton Center.

## Loud Noise and Music

Engaging in disorderly, lewd, indecent, inappropriate, loud, or obscene conduct or behavior that interferes with the orderly functioning of Collin College Student Housing or an individual's pursuit of an education will not be permitted at any time. This includes, but is not limited to, stereos, amplified sound in outdoor areas, televisions, musical instruments, slamming doors and windows, running up and down stairs, sounding vehicle horns, and yelling. Student residents are not to place stereo speakers in windows or otherwise amplify sound from windows to the outside. The use of stereos and other amplified sound in common areas, including the pool area and recreational areas, must be approved by the Director of Student Housing or designee.

Student residents are expected to maintain an atmosphere conducive to studying, especially in the evenings. At all times, student residents and their guests must be considerate of their neighbors' right to the quiet enjoyment of their homes. Student residents are responsible for their guests' behavior. Student residents should be aware of

other residents' sensitivity to noise at all times. Consideration of sleep and study times should be observed, especially with regard to noise (e.g., music, TV, screaming, etc.). Loud music must not be played during Quiet Hours. Volume on music played from cars parked near apartments should be low. Any noise that can be heard outside a student resident's room or which disturbs others is considered a violation of Quiet Hours. See the "[Quiet Hours](#)" section in this handbook for more information.

After two (2) warnings about loud music, loud noise, excessive volume on stereo or computer equipment, and/or boisterous behavior, a student resident's use of the equipment that contributes to the loud noise may be restricted for a set time, as determined by the Director of Student Housing or designee. Continued offenses may require that the equipment be removed from the premises for the remainder of the semester. Additionally, violations of the loud noise and music policy may be reported to the Dean of Students Office for appropriate disciplinary action, in accordance with the current [Student Code of Conduct](#).

## Mail and Package Delivery

Mail and packages will be available for pickup at the Collin College Student Housing Office. Mail will be posted once each day, Monday through Saturday, in the mailboxes at the mail center. Outgoing mail may be placed in the dedicated box at the mail center.

Once a package is received on a student resident's behalf, he or she will receive a package notification text from the Director of Student Housing or designee. Student residents will receive a reminder text if the package has not been picked up within one (2) days and a final reminder on the 3rd day. The Director of Student Housing or designee will hold packages for (3) days, at which time they will be returned to the sender if unclaimed. The Director of Student Housing or designee is not responsible for perishable items. A valid picture ID must be presented to claim packages - no exceptions!

## Maintenance

Requests for service may be placed by phone at **972-881-5151**, in person at the Collin College Student Housing Office, or online via the StarRez housing portal. Requests for any security-related matters must be submitted in writing, except in the case of life or building safety emergencies. **Call the Collin College Student Housing Office at 972-881-5151 to report a maintenance emergency. Do not submit emergency maintenance issues online.**

Student residents must promptly notify the Director of Student Housing or designee of water leaks, mold, electrical problems, malfunctioning lights, broken or missing locks or latches, and other conditions that pose a hazard to property, health, or safety. Failure to do so may cause the student resident to be liable for any damage caused by the delayed or non-reporting of such problem in the student resident's apartment or bedroom.

### Maintenance Emergencies

Call the Collin College Student Housing Office at **972-881-5151** to report a maintenance emergency. The on-call technician will be notified and respond as quickly as possible. When calling to report a maintenance emergency, be as detailed as possible and leave current contact information (e.g., cell phone, home phone, etc.). The correct contact information is critical to ensure a quick and effective response.

### Emergency Calls vs. Priority Calls

In an attempt to effectively manage after-hours calls, the Director of Student Housing categorizes calls into two groupings: Emergency and Priority.

1. Priority Calls are calls that do not conform to criteria for after-hours emergencies. They are routine service calls that can wait until the next morning, at which time the work order will be given priority status.
2. Emergency Calls are defined as any breakdown or malfunction in which life, health, or property is threatened if

immediate, corrective action is not taken. Though it is impossible to list or predict all possible scenarios, the list below includes acceptable reasons for emergency calls:

- a. no heat when outside temperature is less than 50 degrees or air conditioning when outside temperature is higher than 80 degrees;
- b. electrical failure of any kind;
- c. overflowing toilet;
- d. stopped up toilet;
- e. water problems (e.g., no water, leaks, severe backups, broken pipes, no hot water when it is affecting more than one (1) unit or when the outside temperature is below 50 degrees);
- f. malfunction of an essential appliance (e.g., non-working refrigerator);
- g. any unsecured entry;
- h. any threatening situation such as fire, flood, severe weather, police action, protecting a crime scene (e.g., broken windows, locks, doors, etc.);
- i. bio hazards; and
- j. lock outs.

### Maintenance Tips

A student resident's failure to properly maintain his or her apartment and bedroom may cause damage which could result in a violation of the [\*Student Code of Conduct\*](#). The following tips will assist with maintenance of appliances, rooms, and apartments.

1. Central Air and Heat:
  - a. Each apartment is equipped with an individual central air and heat unit. An ideal temperature setting is between 73 to 76 degrees Fahrenheit, with the minimum to maximum range being from 70 to 78 degrees.
  - b. Setting the thermostat to temperature extremes may cause damage to the heating or cooling unit, and the student resident(s) may be responsible for any damage.

- c. Allow a minimum of 20 minutes for the temperature to adjust.
  - d. The air conditioning filter will be new at move-in. The Director of Student Housing or designee will check and replace the filter, as necessary, on a bi-monthly bases. Additional replacements may be requested at any time during tenancy.
2. Dishwasher:
- a. Rinse dishes before loading the dishwasher to help prevent the drain from clogging.
  - b. Load dishwasher-safe plastic and wooden items on the top rack only.
  - c. Do not place fragile glassware in the dishwasher. The jet action may cause the items to break.
  - d. Contact the Student housing Office for detailed operating instructions and assistance.
3. Garbage Disposal:
- a. Cover the garbage disposal when it is not in use to prevent foreign material from accidentally dropping into the unit.
  - b. Run COLD water when using the disposal in order to flush shredded waste through the drain.
  - c. DO NOT put bones, bottle caps, glass, foil, rags, cigarettes, string, paper, anything fibrous (e.g., celery, artichokes, corn husks, etc.), or grease down the garbage disposal. These items will build up and cause clogging.
4. Light Bulbs:
- a. All apartments and room are supplied with light bulbs at the time of move-in. After move-in, it is the student residents' responsibility to replace burned out bulbs in any personal lamps or fixtures.
  - b. Report unlit bulbs over walkways, halls, or common areas to the Director of Student Housing or designee.
5. Mold and Moisture Awareness:
- a. Remove any visible moisture accumulation, including on bathroom fixtures, ceilings, floors, walls, and windows.
- b. Mop up spills and thoroughly dry affected areas as soon as possible.
  - c. Use exhaust fans in the kitchen and bathroom when necessary, and keep the climate and moisture at reasonable levels.
  - d. Clean and dust regularly. Keep the premises, particularly the kitchen and bathroom, clean.
  - e. Promptly notify the Director of Student Housing or designee of the presence of any of the following conditions. Student residents will be liable for any damages cause by failing to comply with these instructions.
    - i. Water leaks, excessive moisture, or standing water inside the premises, including in common areas.
    - ii. Mold growth that persists after the resident has tried several time to remove it with a household cleaning solution (e.g., Clorox, Lysol, Pine-Sol, Tilex Mildew Remover) or a combination of water and bleach.
    - iii. A malfunction in any part of the air conditioning, heating, or ventilation system.
6. Smoke Detectors:
- a. Each apartment has smoke detectors located throughout the unit. These smoke detectors are hardwired to the electrical system and have battery backup. Student residents should inspect and test all smoke detectors on a monthly basis. It is a violation of the law and the Collin College Student Housing Terms and Conditions Lease Agreement to remove or tamper with smoke detectors.
  - b. Immediately report any malfunctioning smoke detectors to the Director of Student Housing or designee.



- c. If the smoke detector is beeping, the battery may be low. Do not disassemble the unit or render it inoperable. Call the Director of Student Housing or designee to replace the battery.
7. Toilets:
- a. Clogged toilets can be prevented by ensuring that only toilet tissue, used in moderation, is flushed.
  - b. Keep a plunger on hand to quickly resolve clogs.
8. Washer and Dryer in Clubhouse Laundry Room:
- a. Leave the washer's lid open after washing to allow moisture to evaporate.
  - b. The wash basket is practically maintenance free, but if it needs to be cleaned, wipe it with a clean soft cloth dampened with liquid detergent. Do not use harsh or gritty cleaners. Rinse using any rinse setting.
  - c. Do not overload the washer. Overloading or allowing the washer to become unbalanced can cause damage to the washer, and the student resident(s) may be responsible for any damage. Any resident that is found not complying and damaging machines due to overloading will be fined \$25 per offense.
  - d. Clean the dryer's lint filter before each use. This helps prevent fires and allows the dryer to operate efficiently. To clean the filter, moisten your fingers and reach into the filter opening. Run your fingers across the filter. Lint must be removed from in, around, and behind the dryer to reduce the risk of fire.
  - e. Immediately clean up any spills or washing compounds on the washer and dryer using a damp cloth. The dryer control panel and finish may be damaged by some laundry pre-treatment and stain remover products

- if such products are sprayed on or have direct contact with the dryer.
  - f. Avoid using sharp objects near the washer and dryer. They could cause damage to the machines, and the student resident(s) may be held responsible for such damage.
  - g. **DO NOT** leave clothes unattended at any time. Collin College Student Housing is not responsible for clothing that is abandoned, lost, or stolen. Any clothes left unattended in the laundry room for more than 7 days will be disposed of at the cost of the owner.
9. Waste Removal and Recycling:
- a. Trash and recycling dumpsters are located throughout Collin College Student Housing.
  - b. It is each student resident's responsibility to place trash and recycling in the appropriate dumpsters.

### Move-out Cleaning Guidelines

When preparing to move out, student residents must do the following:

1. Remove all belongings from the bedroom, apartment, patio or balcony, and storage room.
2. Remove all trash and dispose of it properly.
3. Clean all exterior and interior surfaces of the kitchen appliances, including the refrigerator, stove, dishwasher, hood, and microwave.
4. Sweep and mop all uncarpeted floors.
5. Vacuum all carpets.
6. Clean all bathrooms.
7. Clean and remove any shelf paper from the cabinets, drawers, and shelves.
8. Clean all mirrors, ceiling fans, and light fixtures.
9. Clean all windows and blinds.
10. Return all apartment and mail keys.
11. Complete move-out documentation at the Student housing Office.

These guidelines are intended to aid student residents in preparing for the final inspection by the Director of Student Housing or designee. Some items listed below may not apply to a given student resident's situation. Completion of the following items will greatly reduce the likelihood of move-out charges being assessed. If there are any additional concerns, contact the Director of Student Housing or designee prior to the move-out inspection. Failure to remove all personal items or clean properly may result in move-out charges, as defined in the Collin College Student House Terms and Conditions Lease Agreement.

### **Bathrooms**

Thoroughly clean the floors, sinks, shower/tubs, and toilet fixtures.

### **Flooring**

Sweep and mop all vinyl and tile flooring. DO NOT USE WAX on any flooring. Clean and remove dust from baseboards throughout the apartment. Vacuum carpets thoroughly. It is not necessary to have the carpets shampooed. However, if the carpet is heavily stained and has wax or gum imbedded in the fibers, the student resident(s) may want to schedule a professional carpet cleaning. Contact the Director of Student Housing or designee for a list of suggested carpet cleaners. Units which only have regular wear and tear will not be assessed a carpet cleaning fee. Special instructions may be given at the time of pre-inspection regarding additional carpet care.

### **Kitchen**

Thoroughly clean all appliances and cabinets. Clean all countertops and sinks.

### **Walls and Doors**

Remove any scuffmarks, crayon, food, and other debris from the walls. Do not attempt to fill or patch nail holes. Door moldings and knobs should be clean and free of dust.

### **Windows**

Thoroughly wipe all windows and window coverings (this includes blinds, windows, and screens), removing all dust, marks, and streaks. In addition, remove dirt and debris from window tracks and locks.

### **Parking**

Vehicles must display a valid Collin College parking sticker in the designated place (i.e., lower left-hand corner of the rear windshield). All surface (street) parking is unassigned, unless otherwise specified by signage. Do not idle or park in fire lanes. Do not park in a "Reserved," "Visitor," or "Handicapped" parking space unless eligible. Tickets will be issued and fines must be paid. Cars not eligible to park in these spaces may be towed, at the owner's expense.

When entering or leaving the Collin College Student Housing community, student residents are required to operate their vehicles at a speed not to exceed 20 miles per hour. Observe all traffic and parking signs, as the streets throughout the community are accessible to the public and emergency vehicles.

Traffic enforcement throughout the Collin College Student Housing community is managed by the Collin College Police Department. In compliance with the *Texas Education Code 51.207 (b)*, Collin College has procedures for enforcing State of Texas vehicle inspection laws for vehicles parking or driving on campus.

Boats, campers, commercial vehicles, moving trucks, recreational vehicles, storage units, trailers, and 18-wheelers may not remain on Collin College Student Housing or Collin College property, except for purposes of loading and unloading.

Student residents may not wash their vehicles or perform any mechanical repairs or vehicle maintenance while on Collin College Student Housing or Collin College premises.

### **Motorcycles and Scooters**

All fuel-operated vehicles, including motorcycles and motorized scooters, may be parked **only** in designated areas and must be properly registered. Due to safety concerns, it is prohibited to store such vehicles inside the apartments, on patios or balconies, stairwells, landings, breezeways, and walkways. Any of these vehicles found in or around the premises, beyond the designated areas, may be cited, towed, and impounded at the owner's expense.

### **Patios and Balconies**

Student residents must keep their patios and balconies neat and clean. These areas may not be used for the storage of automobile tires, firewood, other unsightly heavy items, or to dry clothes. Only outdoor furniture may be placed on any patio or balcony. Pursuant to City of Plano Fire Code, the use and storage of any outdoor cooking grill is prohibited on the patios and balconies. No unsecured plants are permitted on the ledges or protruding from the railings. Motorbikes and mopeds are not allowed. Smoking or using any tobacco product or electronic smoking device and the disposal of tobacco is prohibited everywhere on Collin College property, including Collin College Student Housing apartment patios and balconies.

### **Payments for Student Housing**

All housing charges associated with assignment in Collin College Student Housing will be processed through the Bursar's Office. All payments must be made in accordance with Bursar's Office timelines.

Student residents who fail to meet their rental payment obligations under the Collin College Student Housing Terms and Conditions Lease Agreement will be considered delinquent, and all remedies under state law will be authorized. Delinquent accounts will be referred to the Bursar's Office for additional procedures which could involve enrollment and graduation holds and immediate cancellation of the student resident's Collin College Student Housing Terms and Conditions Lease Agreement.

### **Personal Property**

Collin College assumes no responsibility for loss of or damage to personal property as a result of theft, fire, vandalism, or maintenance failure. Each student resident is encouraged to carry personal property insurance or be covered under his or her parent's homeowner's insurance policy. Collin College is not responsible for personal property left after check-out has concluded. Collin College will not store personal possessions, except as described under the "[Abandoned Property](#)" section in this handbook. Commercial storage is available in the surrounding cities.

### **Pest Control**

Student housing contracts with a nationwide commercial vendor for pest control service. All Collin College Student Housing facilities receive extermination services once per quarter, with additional services scheduled as needed. Interior extermination service is offered at no cost to the student residents, who will be notified before their buildings, apartments, and rooms are treated. After most pest control services, it is common to see an increased amount of insect activity, as the specially formulated applications disrupt nesting and hiding sites. Student residents should report any pest control issue to the Student Housing Staff as soon as possible.

### **Pets**

Collin College Student Housing **does not** allow pets of any kind and also does not allow student residents to board or care for (i.e., "pet sitting") other individuals' pets on property. In accordance with the [Americans with Disabilities Act Amendments Act \(ADAAA\)](#), service animals are allowed. Residents who have an emotional support animal(ESA) will need to contact the [ACCESS](#) office to get their ESA approved before bringing it to Student Housing. Only after the [ACCESS](#) office approves the ESA and notifies the housing staff can it be brought to Student Housing.

[Addendum for Service & Emotional Support Animals:](#)

1. Residents approved for service or emotional support animals are only allowed 1 animal per bedspace.
2. Approved animals must be properly housed, cared for, and fed in accordance with accepted practices for the particular animal.
3. Animals must be housebroken.
  - a. Cats are required to have a properly maintained litter box.
4. Approved animals may not be fed, housed, or left unattended at any exterior location of any apartment.
5. Approved support animal owners are responsible for cleaning up after their animals and maintaining sanitary conditions in the apartment and the community.
6. Approved support animal owners will be responsible for the care and safety of the animal in an emergency.
7. If Approved support animal owner is unable to care for the animal, a person within a 1 hour radius of the campus must be identified to care for the animal.
  - a. *If such a person cannot be identified, Animal Control Services will be contacted to take responsibility of the animal.*

Exceptions to the pets policy must be approved by the [ACCESS](#) office. Any additional information associated with Service & Emotional Support Animals can be found in Board Policy FAA (local).

### Physical Fitness Equipment

The use of physical fitness equipment (e.g., elliptical trainers, exercise benches, rowing machines, stationary bicycles, treadmills, etc.) must be approved by the Director of Student Housing before placing it in the apartment or room. Weights are not permitted in the apartments or rooms. Collin College provides Fitness Centers at the Frisco Campus, McKinney Campus, and Plano Campus which may be utilized by student residents. See the "[Fitness Centers](#)" section in this handbook for more information.

### Pool and Hot Tub Rules

The rules and regulations listed below are for the protection and benefit of all, to ensure safe and sanitary operation of the Collin College Student Housing pool and hot tub facilities. Student residents' cooperation in abiding by these rules will ensure a pleasant and relaxing recreational experience for everyone. Failure to comply with these rules will be considered sufficient cause for any action deemed necessary by the Director of Student Housing or designee, including barring of violators from use of the pool area.

**Only** student residents are allowed to use the pool and hot tub. The pool and hot tub areas are not monitored, and there is no lifeguard on duty. Therefore, it is imperative that each student resident utilizing the pool and hot tub areas remain vigilant and follow the rules listed below. In addition to the rules listed below, refer to the pool and hot tub rules posted in those areas.

1. No diving.
2. **Only** student residents are allowed to use the pool and hot tub.
3. Dial 9-1-1 for emergency services.
4. Pool Hours: Sunday through Saturday 10:00 a.m. to 10:00 p.m.
5. No alcoholic beverages in the pool and hot tub areas.
6. No glass in the pool and hot tub areas.
7. No running or rough play in the pool and hot tub areas.
8. Appropriate swimwear is required.
9. No animals are allowed in the pool and hot tub areas.

### Quiet Hours

Quiet Hours begin at 10:00 p.m. every night. Residents should not congregate in the hallways or stairwells during Quiet Hours. Violations could result in the loss of privileges. During final exams, the common area should be used as a group study hall.

## Recreational Facilities

Collin College Student Housing has a hot tub, swimming pool, sand volleyball court, billiards, and a ping-pong available for student residents. Recreational equipment may be checked out from the Director of Student Housing or designee with a valid Collin College student ID card.

## Registered Sex Offenders

Information provided by the State of Texas concerning registered sex offenders who are on campus may be obtained from the Collin College Police Department.

In compliance with the [Campus Sex Crimes Prevention Act \(Section 1601 of Public Law 106-386\)](#) and the [Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act](#), any convicted sex offender who is a student, employee, or an individual who frequents Collin College must register with the Collin College Police Department. To register, an individual must schedule an appointment with a Collin College Police Department administrator at 972.578.5555.

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

## Relocation of a Student Resident

The Director of Student Housing or designee reserves the right to relocate a student resident to another room or apartment within Collin College Student Housing. Possible reasons for relocation include, but are not limited to, safety and security concerns, disciplinary action, expulsion, consolidation, or availability. In the event the room or apartment assigned to the student resident is not ready for occupancy at the beginning of his or her Collin College Student Housing Terms and

Conditions Lease Agreement term, the Director of Student Housing or designee may assign the student resident to another room or apartment in Collin College Student Housing.

Relocation may be required at any point during the semester in order to accommodate students remaining on the wait list. At the end of the spring semester, student residents staying through the summer who are transferring to another apartment will be required to relocate until their permanent summer or fall placement is available.

## Renter's Insurance

Student residents are responsible for obtaining renter's insurance to protect their personal belongings and to protect themselves against any damages to or loss of property in the community as a result of failure to abide by the policies and procedures contained in the Collin College Student Housing Terms and Conditions Lease Agreement and this *Student housing Handbook*, or by circumstances beyond human control. **Student residents understand the insurance in place for Collin College Student Housing does not provide coverage for their personal belongings or damages.** If student residents or their guests suffer a loss due to fire, flood, vandalism, theft, or other manner of action, or if there is damage to any part of the community, that loss will not be covered by Collin College Student Housing's insurance. In general, renter's insurance is not expensive, and it can provide substantial protection and peace of mind.

## Reporting a Crime or Emergency to the Collin College Police Department

To report a crime or an emergency on a Collin College campus, dial extension **5555** from any Collin College phone or dial **972.578.5555** from any phone outside the Collin College system. In a medical emergency, dial **911**, and then dial extension **5555** or **972.578.5555**.

Collin College Police Department officers are available 24 hours a day, 365 days a year to answer

calls. If assistance is required from another police department, Collin College Police Department officers will contact the appropriate agency. If a sexual assault should occur, responding officers will inform the victim of the support services available.

If a fire occurs in a Collin College building, the individual who discovers it should immediately notify the Collin College Police Department at **972.578.5555** or dial **911**. The Collin College Police Department will initiate a response, and can summon the local fire department quickly through their communication links, if necessary. If a member of the Collin College community finds evidence of a fire that has been extinguished and is unsure whether the Collin College Police Department has already responded, he or she should immediately notify the Collin College Police Department so an officer can investigate and document the incident.

For any non-emergency complaint or concern, the Collin College Police Department can be contacted via email at [cccdpublicsafety@collin.edu](mailto:cccdpublicsafety@collin.edu).

### **Reporting a Violation of Student housing Policies and Procedures**

Everyone in Collin College Student Housing has the responsibility of maintaining the safety and wellbeing of the community, maintaining the condition of the facilities, and taking initiative and action when there is a violation of community standards. Student residents are responsible for the choices they make. In the presence of a rule violation, student residents may attempt to stop the violation, contact the Director of Student Housing or designee, and/or immediately remove themselves from the situation and vicinity of the violation. Student residents present at the scene of a rule violation, will be included in the documentation of the incident and may also be held accountable for applicable rule violation(s). Concealment of information is also considered a rule violation.

Student residents should accept ownership of, and take responsibility for, resolving conflicts and problems that arise in the community. In the event a conflict arises that cannot be resolved, student residents should contact the Director of Student Housing or designee.

### **Student housing Office Hours and Closings**

Student housing Office Hours are Monday through Thursday 9:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 5:00 p.m. The office may occasionally close for holidays, inclement weather, or other circumstances. If the office is closed, a sign will be placed on the office front door. The sign will include information as to when the office will be closed, when it will reopen, and the number to call for maintenance emergencies. For scheduled closings, the Director of Student Housing or designee will provide a minimum of 72 hours' notice prior to the date of closing.

### **Roofs and Ledges**

All building roofs, ledges, and ladders are **off limits** at all times. **Do not** climb, sit, or stand on any building roofs or ledges. If a student resident is found on the roof, ledge, or ladder of any Collin College Student Housing facility, he or she will be referred to the Dean of Students Office for appropriate disciplinary action, in accordance with the current [Student Code of Conduct](#).

### **Roommate Agreement**

All student residents are required to complete a roommate agreement with the Director of Student Housing or designee. Roommate agreements are put in place to assist student residents with living in a community environment. Roommate agreements encompass things such as temperature in the units, cleaning responsibilities, conflict resolution, and any other items roommates would like addressed.

In the event of a roommate dispute or conflict, the Director of Student Housing or designee reserves the right to revisit the current roommate agreement or complete a new one.

## Safety

Campus safety and security is a shared responsibility. Student residents can protect themselves, the community, and their property by taking steps to decrease their exposure to risk. Student residents should be aware of their physical surroundings and the people around them at all times. Travel with friends at night or use the Collin College Police Department's walking escort services. Keep doors and windows locked, even when inside. Trust your instincts and use common sense to help keep you safe and deter an attacker. Remember, a crime cannot occur if the opportunity for crime is not present!

The Collin College Student Housing community is patrolled by the Collin College Police Department; however, no police department can function effectively without the collaborative assistance of the community it serves. If there is an immediate physical or medical emergency, call **9-1-1**. Attempting to locate a police vehicle on patrol or calling the Student housing Office will delay response time.

Collin College Student Housing cannot guarantee or assure your personal safety and security while residing on campus. It is each student resident's responsibility to report acts of mischief or criminal activity in the community to the Collin College Police Department immediately. The provision of safety devices, locks, and Collin College Police Department services does not constitute a guarantee of their effectiveness. Student residents should exercise caution at all times when on campus and around their housing units.

## Security Phone Numbers and Websites

Emergencies: 9-1-1

Collin College Police Department: 972.578.5555,  
[www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/)

## Smoke Detectors

Smoke detectors are tested prior to move-in to ensure they are working properly. Student

residents are responsible for ensuring their smoke detectors continue to work properly. Student residents should test the smoke detectors on a monthly basis. Contact the Director of Student Housing or designee immediately if a smoke detector starts "chirping" or is not working properly.

Do not disable smoke detectors. **Disabling a smoke detector or removing working batteries is a misdemeanor offense**, and violators are not only subject to fines and disciplinary action, but also legal prosecution and eviction.

## Soliciting

No advertising, campaigning, recruiting, selling, or soliciting is allowed in Collin College Student Housing unless the Director of Student Housing has granted prior approval. If a student resident encounters a solicitor, he or she should notify the Director of Student Housing or designee immediately. Student residents should never purchase anything from a solicitor or let anyone they do not know into their apartment. Distribution of Collin College Student Housing and Collin College-related material by the Director of Student Housing or designee is allowed.

## Street, Road, and Traffic Signs

All pedestrians, drivers, motorcyclists, bicyclists, skate/long boarders, hover boarders, and scooter riders must comply with traffic signs.

Street and road signs are considered the property of the respective government agencies, and any inappropriate removal or possession by unauthorized individuals may result in judicial or legal action. Individuals possessing street and road signs may be requested to provide proof of ownership.

## Student Code of Conduct

All student residents are responsible for conducting themselves in a manner that does not

infringe upon the rights of others or interfere with the educational functions of Collin College. All student residents are expected to know and comply with the current [Student Code of Conduct](#). Allegations of [Student Code of Conduct](#) violations will be reported to the Dean of Students Office for appropriate disciplinary action. To report an alleged [Student Code of Conduct](#) violation, contact the Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu), or complete the *Student Incident Report Form* online at <https://k1.caspio.com/dp.asp?AppKey=eaab3000114b800ca9d8443991b1>.

### **Student Engagement**

Student Engagement strives to enhance student learning and development. It is the goal of Student Engagement to provide co-curricular civic, educational, leadership, and social programs. Students can also join student organizations and committees, work on special projects, or enjoy social activities with friends.

Student Engagement presents a wide variety of opportunities to enrich students' college experience including:

1. banner reservations,
2. civic and social events,
3. Cougar Den (Frisco Campus) and Student Center (McKinney Campus),
4. educational programs,
5. entertainment and cultural programs,
6. field trips,
7. first aid (limited to Band-Aids, cotton balls, and antiseptic spray),
8. guest speakers,
9. leadership training and programs,
10. local fax service,
11. lost and found (Frisco Campus, McKinney Campus, and Plano Campus),
12. student ID Cards,
13. student officer training,
14. student organizations,
15. student organization offices (Frisco Campus, McKinney Campus, and Spring Plano Campus), and

### 16. New Student Orientation.

#### **Subletting**

Student residents will not sublet any or all parts of their housing or otherwise allow any person to share or occupy their units. Failure to abide by this policy may lead to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

#### **Telephones**

Apartments are wired for telephone service. Student residents wanting phone service must contract with a local telephone company to establish service and make arrangements to be present for installation. Roommates should discuss and agree upon splitting and payment of telephone bills. Collin College is not responsible for repair to telephone lines in the apartments. Student residents should be aware and fully informed of the telephone services they obtain.

#### **Television, Cable, and Satellite**

A color TV is available in the common area at Collin College Student Housing. Individual apartments are wired for cable services. Student Residents wanting cable services must contract with a local cable company to establish service and make arrangements to be present for installation. Roommates should discuss and agree upon splitting and payment of cable bills. Individual satellite systems are prohibited. Collin College Student Housing will not get involved with any unpaid cable bill amongst roommates.

#### **Theft**

Theft or illegal possession of property is subject to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#). If a student resident is the victim of theft, he or she should contact the Director of Student Housing and also file a report with the Collin College Police Department within 12 hours. To file a report with the Collin College Police Department, call 972.578.5555.



## Threatening Behavior, Violence, and Abuse

Any conduct that endangers the health or safety of another individual, including, but not limited to, physical abuse, verbal abuse, threats, intimidation, harassment, and coercion is prohibited and will not be tolerated. Stalking and conduct directed at a specific individual that would cause a reasonable person to feel fear of bodily harm or an offense against property is also prohibited and will not be tolerated. Conduct that threatens the health and safety of any person may result in fines and possible termination of a student resident's housing contract and privileges, disciplinary action through the Dean of Students Office, and possible legal action. Student residents are responsible for reporting abuse to the Director of Student Housing or designee, Dean of Students Office, Collin College Police Department, and/or another appropriate Collin College authority.

If a student resident becomes aware of a threat of violence, he or she should immediately notify the Collin College Police Department at **972.578.5555** or call **9-1-1** immediately. In the event of a threatening situation, student residents should do the following:

1. Maintain awareness of the situation and environment.
2. Be prepared to take appropriate action if a threat presents itself.
3. Evacuate the area, whether inside or outside a building, if it is safe to do so.
4. Seek shelter in a nearby building if the threat is outside a campus building.
5. If a threat presents itself, seek cover and barricade yourself and others by placing as much material as possible between you and the threat.
6. To make the area appear unoccupied:
  - a. remain quiet,
  - b. turn off all lights, and
  - c. silence cell phones.
7. As soon as it is safe to do so, notify the Collin College Police Department at **972.578.5555** or call **9-1-1**.

8. Do not approach emergency responders; let them come to you.
9. Remain under cover until the threat has passed or you have been advised by law enforcement that it is safe to exit.

## Trash

All refuse should be bagged and placed in an appropriate trash or recycling dumpster outside the student resident's building. This will help to keep the container areas clean and prevent ant, bug, fly, and rodent infestations as well as reduce the likelihood of unpleasant odors. Do not put hot ashes or coals, paint, chemicals, motor oil, or other hazardous waste in the containers.

Trash should not be left in the apartment, suite, breezeways, hallways, or other common areas. Student residents should assist the custodial staff by ensuring their trash is disposed of properly (i.e., completely in the dumpster). It is recommended that student residents dispose of household trash a minimum of three (3) times per week, and preferably daily. The Director of Student Housing or designee has the right to impose reasonable fines for the violation of these provisions, as well as any littering by student residents or their guests.

## Utilities

Electricity, water, trash, and sewer are included in the rent for all Collin College Student Housing student residents. Telephone, cable, and Internet services are not included. See the "[Internet/Wi-Fi](#)" "[Telephones](#)," and "[Television, Cable, and Satellite](#)" sections in this handbook for more information.

## Vacant Bedrooms

Student residents are not allowed to occupy or reside inside any vacant bedrooms within their apartment. Additional rent will be charged at the current market rate if any vacant bedrooms are found to be in use without prior written authorization. It is each student resident's responsibility to immediately report any vacant unlocked bedroom(s) to the Director of Student Housing or designee. Student residents who do not

comply with this rule may be subject to disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

### **Vending Machines**

Vending machines are available at Collin College Student Housing. If money is lost in a vending machine, the student resident should report the loss to the Director of student housing operations. Refunds are issued at the Bursar's Office. Tampering with or damaging the vending machines may necessitate their removal from Collin College Student Housing, and will result in disciplinary action through the Dean of Students Office, in accordance with the current [Student Code of Conduct](#).

### **Weather**

Collin County is no stranger to severe weather. The severe weather season typically runs from March through July, but it can occur at any time throughout the year. Severe weather can include tornadoes, severe thunderstorms, high winds, hail, and flooding. Collin College officials will keep the campus community updated with important information during a severe weather emergency. See the "[CougarAlert](#)" section in this handbook for more information. In the case of a tornado or severe weather residents are advised to take cover in their bathrooms. The housing staff will also specifically alert residents via a text message in the case of severe weather. Please make sure the student housing staff has your current mobile number at all times to stay up to date.

### **Fire Drills**

Fire Drills will be conducted twice a semester. One will be an announced fire drill and one will be an unannounced fire drill. Residents are expected to exit their unit upon hearing the sound of the fire alarm, come down to the first floor and follow the directions of the housing staff.

### **Welfare Check**

A welfare check may be performed by the Collin College Police Department in conjunction with the Director of Student Housing or designee if there is cause for concern for the welfare of a student resident. To report a concern or request a welfare check, contact the Collin College Police Department at **972.578.5555**.

### **CCSH Point System**

As of Fall 2021, CCSH will be implementing a new point system for each resident.

**Community Point Losses**-Each student will start in Collin College Student Housing with zero community points. They can have points added to their balance or they can lose points. Points will be reset each Academic Year. At the end of the Spring semester, if a student has a total of 10 positive points, they will receive a \$100.00 credit towards their account.

- 1. Refusal to cooperate with staff:** This penalty also comes with a loss of three housing community points.
- 2. Loud Music/Excessive Noise:** This penalty comes with a loss of one housing community point.
- 3. Smoking/Vaping in Room/Common Area:** This penalty comes with a loss of three housing community points.
- 4. Lock Out Fee-:** After the second occurrence this penalty will come with a loss of one housing community point.
- 5. Replace Bedroom/Front Door Lock-:** This penalty will come with a loss of two housing community points.
- 6. Violation of the Visitation Regulations:** This penalty also comes with a minimum loss of three housing community points.
- 7. Violation of Pool Access Regulations:** This penalty also comes with a minimum loss of two housing community points.

8. **Violation of Pet Regulations/Pet Damage:** This penalty comes with a loss of two housing community points.
9. **Violation of Weapons Policy:** This penalty comes with a minimum loss of three housing community points.
10. **Violation of Drug/Alcohol Policy:** This penalty comes with loss of three housing community points.
11. **Refusal to Follow Emergency Directions/ Disorderly Disturbances:** This penalty comes with loss of three housing community points.
12. **Improper Move Out/Candles/Unsanitary Living Conditions /Solicitation:** This penalty comes with loss of two community points.
13. **Any Other Student Housing Violations:** These will come with a variety of community points losses given at the discretion of the Director of Student Housing.

\*\* Evictions will be determined based off of 6 or more negative points but will also be determined on a case-by-case basis by the Director of Student Housing. A violation deemed to be serious could result in immediate eviction\*\*

**Community Point Additions**-Each student will start in Collin College Student Housing with zero community points. They can have points added to their balance or they can lose points. Points will be reset each Academic Year. At the end of the Spring semester, if a student has a total of 10 positive points, they will receive a \$100.00 credit towards their account.

1. **End of Semester Conduct:** If a resident has no student housing conduct issues, they will receive 2 points at the end of the semester.
2. **End of Semester GPA:** If a resident has a 2.5-2.99 GPA they will receive 2 point at the end of the semester. If a student has a 3.0 GPA or higher, they will receive 3 points at the end of the semester.
3. **Attendance of Housing Programs:** If a resident attends 4 or more housing programs by the end of the semester they will receive 2 points at the end of the semester.

A resident has the possibility of getting a total of 14 points for Fall and Spring semester combined. The \$100.00 credit will only be given at the end of the Spring semester. A resident must attend both Fall and Spring semester in order to gain the credit.

### Meal Plans

Meal plans are purchased before a resident moves into Student Housing and must be paid for in full. The meal plan charge is non-refundable even if a resident moves out early. If all charges are not used in the Fall semester then unused funds will roll over to the Spring semester as long as the resident is still a Collin student. If there are unused funds at the end of the Spring semester the student will lose the remaining funds. Meal plans are not rolled over to the Summer. If a student has unused funds at the end of the Summer semester, the student will lose those funds as well.

## Section 3: Collin College's Policies Regarding Weapons on Campus

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

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

### Concealed Carry and Other General Provisions

The purpose of this policy is to implement [\*Texas Government Code, Section 411.2031, Carrying of Handguns by License Holders on Certain Campuses\*](#), at Collin College effective August 1, 2017, and to outline prohibited firearms and weapons on all College District campuses.

### Firearms

Collin College prohibits the use, possession, or display of a firearm on Collin College property or at a Collin College- sponsored or -related activity in violation of the law or Collin College policies and procedures, unless written authorization is granted in advance by the College District president or designee.

### Procedures

After consulting with students, staff, and faculty of Collin College regarding the nature of the student population, specific safety considerations, and the uniqueness of Collin College, the College District president has established the following rules regarding the carrying of concealed handguns by license holders on the campuses of Collin College:

1. Only individuals with a valid License to Carry a Handgun (LTC) issued by the Texas Department of Public Safety under [\*Texas Government Code, Chapter 411, Subchapter H\*](#), as well as licenses\* from

other states, the validity of which are recognized by the State of Texas, may carry a concealed handgun on or about his or her person on the property of Collin College. \*Licenses are collectively referred to as LTC herein.

2. Collin College prohibits the use, possession, or display of any illegal knife, club, or prohibited weapons, as defined by the [\*Texas Penal Code\*](#) and described in Board policy [\*CHF \(LEGAL\)\*](#), on Collin College property or at a Collin College-sponsored or -related activity, unless written authorization is granted in advance by the College District president or designee.
3. While on Collin College campuses it is the responsibility of the holder of the LTC to conceal the handgun so that it is not partially or wholly visible to another person.
4. While on a Collin College campus, an LTC holder who is in possession of a handgun must keep that handgun on or about his or her person or in a locked vehicle, as permitted by law.
5. Handguns may not be stored overnight on Collin College campuses, unless in a locked, privately owned or leased motor vehicle.
6. Possession of a handgun on Collin College property while intoxicated, under the influence of illegal drugs, or while taking prescription drugs that impair judgment or physical abilities is prohibited.
7. This policy applies to persons traveling in Collin College-owned vehicles. However, the policies of the owner of the vehicle apply when private or commercial transportation is used for Collin College travel.

8. Individuals who do not possess a valid LTC are prohibited from possessing a handgun on Collin College campuses.
9. This policy applies to all students, staff, faculty, and visitors of Collin College, except for law enforcement officers licensed by a state of the United States or a federal agency and School Marshals licensed by the State of Texas and appointed by the Collin College Board of Trustees.
10. Open carry of a handgun on a campus of Collin College is restricted to law enforcement officers licensed by a state of the United States or a federal agency.
11. Students and employees of Collin College, with the exception of police officers employed by Collin College, will not inquire as to whether any person is carrying a concealed weapon or possesses an LTC.
12. The storage or transportation of a firearm or ammunition is allowed by Collin College students, faculty, staff, and employees if the individual is authorized to such possession in a locked, privately owned or leased motor vehicle on those specific premises allowed by law and described in Board policy [CHF \(LEGAL\)](#).

### Other Weapons

All other weapons are strictly prohibited for students, staff, faculty, and visitors on Collin College property or at any Collin College-sponsored or -related activity, including, but not limited to, long guns, location-restricted knives, brass knuckles, clubs, explosives, fireworks of any kind, incendiary devices, instruments designed to expel a projectile, such as a BB gun or airsoft gun, martial arts throwing stars, or any weapons described in Board policy [CHF \(LEGAL\)](#). An exception is authorized for the limited purpose of honor guards who carry ceremonial swords at a Collin College-sponsored event (e.g., Military Ball). The possession or use of articles not generally considered to be weapons may be prohibited when the College District president or designee

determines that a danger exists for any student, Collin College employee, or Collin College property by virtue of possession or use.

Possession of other weapons on Collin College campuses is grounds for immediate disciplinary action and possible prosecution for violations of state law.

### Exclusion Zones

Possession of a handgun is prohibited on Collin College campuses in the following locations by any person except law enforcement officers licensed by a state of the United States or a federal agency:

1. child care facilities;
2. polling locations;
3. in the room or rooms where a meeting of a governmental entity is held, and if the meeting is an open meeting subject to [Chapter 551, Government Code](#), and notice as required by that chapter is provided;
4. high-hazard laboratories and health science education facilities where the presence of high-hazard materials or operations creates a significant risk of catastrophic harm due to a negligent discharge;
5. designated meeting room(s) at each campus in Student and Enrollment Services that can be used, as needed, for disciplinary meetings or counseling meetings;
6. facilities where professional, high school, college sporting, or interscholastic events are in progress;
7. locker and dressing rooms where individuals change clothes, including those at athletic, theatre, and health science education facilities; and
8. any location or facility of Collin College, as directed or approved by the College District president as necessary for campus safety, where effective notice on a temporary basis pursuant to [Sections 30.06](#) and [30.07, Texas Penal Code](#), has been given by the required signage. An

example might include a Collin College facility where alcohol is being served for a special event.

These locations will be appropriately identified by signage as specified under [Sections 30.06](#) and [30.07](#) of the [Texas Penal Code](#). A violation of these specific prohibitions is considered an offense under [Section 46.035 \(a-3\), Texas Penal Code](#).

### **Violations**

Violations of this policy should be reported immediately to the Collin College Police Department at 972.578.5555. Such violations may result in disciplinary action by Collin College up to and including criminal prosecution for violation of the [Texas Penal Code](#).

Employees and students found to be in violation of this policy will be subject to disciplinary action. For more information, see the current [Student Code of Conduct](#) as well as Board policies DH (LOCAL), FM (LOCAL), and FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=disciplinary%20action>.

### **Requirements for Storage of a Firearm in Collin College Student Housing**

The following are listed requirements for storage of a firearm in Collin College Student Housing apartments, in alignment with current Collin College policy.

1. All firearms and ammunition must be stored in an appropriate safe provided by the License to Carry (LTC) holder. Collin College and Collin College Student Housing do not provide safes or other storage for firearms and ammunition.
2. The location of the safe must be inside the apartment and under the LTC holder's control, not in any public space.
3. The safe must be physically secured to a stationary object inside the apartment with a cable lock provided by the LTC holder.
4. The safe must be large enough to fully contain all firearms and ammunition placed in it and provide for secure storage.
5. The safe must have exterior walls constructed of a minimum 16-gauge steel.
6. The safe must have a "high-strength" locking system consisting of a mechanical or electronic combination or biometric lock. Key locks are not allowed.

### **Knife Specifications**

Commonly acceptable knives include folding blade knives, police or fire rescue knives, and Swiss Army knives provided the blade is no longer than 5 ½ inches in length. "Location-restricted," and, therefore, unacceptable knives include, but are not limited to, Bowie knives, butterfly knives, daggers, double-edged knives, switchblades, and throwing knives.

## Section 4: Missing Student Notification

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### Missing Person Contacts

Collin College students living in Collin College Student Housing may register one (1) or more individuals to be a missing person contact(s). If it is determined by the Collin College Police Department or a local law enforcement agency that the student is missing, the student's missing person contact(s) will be notified by Collin College within 24 hours of the determination.

Students' missing person contact information will be registered confidentially and accessible only to authorized Collin College officials. Additionally, this contact information will not be disclosed, except to law enforcement personnel who are authorized to access it during a missing person investigation.

### Missing Student Contact Information Form

The Director of Student Housing or designee distributes the *Missing Student Contact Information Form* to all student residents annually and upon signing the lease agreement when new students move into Collin College Student Housing mid-year. Contact the Director of Student Housing or designee at 972-881-5151 or [studenthousing@collin.edu](mailto:studenthousing@collin.edu) to obtain the *Missing Student Contact Information Form* and register a missing person contact(s). The *Missing Student Contact Information Form* is also located in [Appendix A](#) and on Collin College's website by [clicking here](#).

Students' completed *Missing Student Contact Information Forms* are kept in the Dean of Students Office (DOS) at the Collin Higher Education Center (CHEC). Once a student has completed the entire form, he or she should place it in an envelope, seal the envelope, and type or print his or her full name and College Wide ID (CWID) number on the front of the envelope. The student should then return the sealed envelope containing the completed form to the Collin College Dean of Students Office (DOS) in person at any of the following campus locations:

1. Collin Higher Education Center (CHEC), Room 457,
2. Frisco Campus, Room F-127,
3. McKinney Campus, Room B-336, or
4. Plano Campus, Room D-128.

### Missing Student Notification Procedures

Any individual who believes a student living in Collin College Student Housing has been missing for 24 hours should contact at least one (1) of the following organizations:

1. Collin College Police Department at 972.578.5555,
2. Plano Police Department at 911 or 972.424.5678,
3. Director of Student Housing or designee at 972-881-5151 and/or
4. Collin College Dean of Students Office (DOS) at 972.881.5604.

Any missing person report regarding a Collin College student that is received by the Director of Student Housing or designee, Collin College Dean of Students Office (DOS), or any other Collin College employee must be immediately forwarded to the Collin College Police Department.

A student is determined to be missing when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious given consideration of the student's behavior patterns, plans, and routines. All concerns regarding a Collin College resident student's unexplained absence or lack of contact that is contrary to the student's normal behavior or is unusual based on existing circumstances will be immediately investigated in an effort to locate the student and confirm his or her safety.

Collin College will notify the local law enforcement agency that has jurisdiction in the area within 24 hours of the determination that a student is

missing, unless the local law enforcement agency was the entity that made the determination. Additionally, Collin College must notify a custodial parent or guardian within 24 hours of the determination that a student who is under 18 years of age and not emancipated is missing, in addition to notifying any additional contact person(s) designated by the student.

The following procedures will be utilized when the Collin College Police Department is notified of a missing student who resides in Collin College:

1. The Collin College Police Department officer on duty will respond to the location.
2. The responding Collin College Police Department officer will initiate an investigation by interviewing the reporting party, and will obtain as much information as possible about the reported missing student (e.g., last date and time seen; place of employment; places where the student normally hangs out; make, model, and year of vehicle student drives; student's hometown; etc.).
3. The responding Collin College Police Department officer will notify Collin College management, the Collin College Police Department chain of command (i.e., sergeants, lieutenants, and chief of police), and the Dean of Students Office (DOS).
4. A DOS staff member will check the Banner Student Information System to obtain the

student's current class schedule, and will then contact each of the student's professors to find out whether the student has been attending classes or has contacted them.

5. The responding Collin College Police Department officer will conduct a check of the local hospitals to ascertain whether the student has been admitted as a patient.
6. The responding Collin College Police Department officer will obtain the student's emergency contact information on file with DOS, if the student chose to register this information.
7. Within 24 hours of the Collin College Police Department's determination that a resident student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to Collin College or a Collin College campus, the Collin College Police Department will contact:
  - a. the person(s) identified confidentially by the student as a designated missing person contact(s);
  - b. the custodial parent or guardian and any other designated missing person contact(s) of a student under 18 years of age who is not emancipated; and
  - c. the local county or municipal law enforcement agency with concurrent jurisdiction in the area.



## Section 5: Collin College's Emergency and Safety Procedures

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### Emergency Notification Procedures

Collin College is committed to ensuring its community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of Collin College students, faculty, and staff. Collin College has a multi-tiered notification system, which employs various means for communicating information quickly.

Collin College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on a Collin College campus that involves an immediate threat to the health or safety of students, faculty, and staff. An "immediate threat" includes an imminent or impending threat, significant emergency, or dangerous situation (e.g., approaching tornado or other extreme weather condition, armed intruder, bomb threat, chemical or hazardous waste spill, explosion, fire, gas leak, outbreak of a serious illness, etc.). In these instances, Collin College's chief public relations officer in consultation with the chief of police and College District president will, without delay, and taking into account the safety of the community, determine the content of the emergency notification and initiate the emergency notification system, unless issuing a notification will, in the professional judgment of Collin College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

CougarAlert is Collin College's official emergency notification system, providing critical information to the entire Collin College community via text message, phone message, and/or email. For additional information on CougarAlert, see the [CougarAlert](#) section in this document. Additionally, Collin College utilizes a public address system through campus phones and posts information prominently throughout the campuses and on the homepage of its website, [www.collin.edu](http://www.collin.edu).

Traditionally, all of these methods of communication are utilized in the event an emergency notification is needed. Official updates to and discontinuance of an emergency notification will be posted prominently on the homepage of Collin College's website, [www.collin.edu](http://www.collin.edu), and may also be sent through the CougarAlert and public address systems.

All *Student Incident Reports* and *Strategies of Behavioral Intervention (SOBI) Referral Forms* will be screened by Dean of Students Office (DOS) staff and SOBI Executive Committee members, respectively, and, when appropriate, promptly forwarded to the Collin College Police Department as campus security authority (CSA) reports for the purposes of determining whether issuance of an emergency notification is required.

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

1. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Center (CYC) Room 125,
3. Frisco Campus Room LH-179,
4. McKinney Campus Room C-119, or
5. Plano Campus Room K-119.

### Timely Warning Procedures

In the event a *Clery Act* criminal offense occurs, either on or off campus, that in the judgment of the Collin College Police Department constitutes an ongoing or continuing threat to members of the college community, a campus wide "timely warning" will be issued. Timely warnings will be issued through Collin College email systems and CougarAlert to students, faculty, and staff. For additional information on CougarAlert, see the [CougarAlert](#) section in this document.

The purpose of a timely warning is to notify the Collin College community of the [Clery Act](#) criminal offense and provide information that may enable community members to better protect themselves from similar incidents.

### **Determining When to Issue a Timely Warning**

To provide timely notice in the event of a [Clery Act](#) crime that may pose a serious or ongoing threat to members of the Collin College community, the Collin College Police Department, Collin College's Public Relations Department (PR), and designated Collin College officials will coordinate information and may issue a "timely warning" for the following crimes:

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

Timely warnings may also be issued for other [Clery Act](#) crimes, as deemed necessary.

The Collin College Police Department, Collin College's Public Relations Department (PR), and designated Collin College officials will issue a timely warning when the following criteria are met:

1. a [Clery Act](#) crime is reported,
2. the crime occurred in a [Clery Act](#)-reportable location,
3. the perpetrator has not been apprehended, and
4. there is a serious or ongoing threat to the Collin College community because of this crime.

The decision to issue a timely warning will be decided on a case-by-case basis considering the following criteria:

1. Was the suspect identified?
2. Was the suspect apprehended?
3. If known, does the suspect have prior arrests, reports, or complaints or any other history of violent behavior?
4. If known, does the suspect have a history of failure to comply with a Collin College no contact directive, other protective measures, or a judicial protective order?
5. Did the crime involve physical violence?
6. Has the suspect threatened to commit physical violence?
7. Did the crime involve multiple victims?
8. Does it appear to be an isolated criminal act involving a specifically targeted victim?
9. Does the report reveal a pattern of behavior (e.g., by the suspect, by a particular group or organization, around a particular recurring event or activity, or at a particular location)?
10. Did the suspect use "date-rape" or similar drugs or intoxicants?
11. Did the crime occur while the victim was unconscious, physically helpless, or unaware of what was occurring?
12. Was the victim under 18 years of age?
13. Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or ongoing threat?

The Collin College chief of police and designated Collin College officials are responsible for making a timely warning consideration using the criteria previously listed. If the timely warning criteria are met, a notice will be drafted and issued by the Collin College Police Department, Collin College's Public Relations Department (PR), and designated Collin College officials as soon as pertinent information is available. Timely warnings are generally issued via CougarAlert, but may also be distributed through Collin College email systems, press releases, and notices posted prominently on the campus-wide bulletin boards and homepage of Collin College's website, [www.collin.edu](http://www.collin.edu). Collin College may not use all of these distribution methods for every timely warning. Official updates

to and discontinuance of a timely warning will be sent through CougarAlert, and may also be distributed through Collin College email systems and notices posted prominently on the campus-wide bulletin boards and homepage of Collin College's website, [www.collin.edu](http://www.collin.edu).

### **Content of a Timely Warning**

The following information is typically included in a timely warning, if available:

1. a statement of the criminal offense, including the nature and severity of the threat and the person(s) or location(s) that might be affected,
2. any connection to a previous criminal offense(s),
3. a physical description and/or composite drawing of the suspect,
4. the date and time the warning was released,
5. other relevant and important information (e.g., gender of the victim, whether the victim and suspect are students, etc.), and
6. appropriate safety tips.

When issuing a timely warning, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. Additionally, when issuing a timely warning, Collin College will not include personally identifying information about victims, including, but not limited to, victims' names, which will be kept confidential.

### **Reporting Information Warranting a Timely Warning**

All campus security authorities (CSAs) must report crimes to the Collin College Police Department for the purpose of issuing a timely warning. For additional information, see the [Reporting a Crime or Emergency to the Collin College Police Department](#) and [Campus Security Authorities \(CSAs\)](#) sections in this document.

All *Student Incident Reports* and *Strategies of Behavioral Intervention (SOBI) Referral Forms* will

be screened by Dean of Students Office (DOS) staff and SOBI Executive Committee members, respectively, and, when appropriate, promptly forwarded to the Collin College Police Department as campus security authority (CSA) reports for the purposes of determining whether issuance of a timely warning is required.

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

1. Collin Higher Education Center (CHEC) Room 134,
2. Courtyard Center (CYC) Room 125,
3. Frisco Campus Room LH-179,
4. McKinney Campus Room C-119, or
5. Plano Campus Room K-119.

### **CougarAlert**

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

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

## Emergency Closing of the College District

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

### Radio Stations

570 AM, KLIF	820 AM, WBAP
1080 AM, KRLD	1310 AM, KTCK
93.3 FM, KLIF	94.9 FM, KLTY
95.3 FM, KHYY	96.3 FM, KSCS
96.7 FM, KTCK	98.7 FM, KLUV
99.5 FM, KPLX	100.3 FM, KJKK
103.7 FM, KVIL	105.3 FM, KRLD
107.5 FM, KMYK	

### Television Stations

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

## Emergency Procedures

Any student resident who requires special assistance in the event of an emergency or evacuation should notify the Director of Student Housing or designee.

If there is an on-campus emergency, immediately contact the Collin College Police Department at **972.578.5555** or extension **5555** from any campus phone to reach the officer on duty. **If it is a life-threatening medical emergency, go to the nearest phone and dial 911, then contact the Collin College Police Department at 972.578.5555 or extension 5555 from any campus phone.**

Collin College Student Housing residents should immediately report security issues to the Director of Student Housing or designee at 972-881-5151

For more detailed information on emergency procedures, go to the Collin College Police Department's website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

## Active Shooter Procedures

Collin College developed a video to illustrate how to react in the event of an active shooting on campus. Collin College's active shooter training video can be found on YouTube at <https://www.youtube.com/watch?v=QvI-aMm5QSo&feature=youtu.be>.

The following information can also be found on the Collin College Police Department's website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

1. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher your name, the location of the incident, and the type of activity.
2. Give a phone number where you can be contacted for further information.
3. Dial **911** if instructed by the Collin College Police Department.
4. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

If the active shooter is **NOT** in your building, you should **LOCKDOWN**:

1. Lock doors if possible.
2. Barricade doors with anything you can find (e.g., chair, couch, desk, cabinet, etc.).
3. Turn off all lights and other electronics.
4. Silence cell phones.
5. If it is safe to do so, place a note in an exterior window with the number of people in the room.
6. One (1) person should call the Collin College Police Department at **972.578.5555** or **911** and let the dispatcher know your location.
7. Wait until the "all clear" is given by authorities.

If you witness an active shooter, **AVOID, DENY, and DEFEND.**

**AVOID** the situation if it is safe and an exit is available:

1. If you are in an area that is not affected, stay where you are and lock the room you are in or make it safe.
2. If you can leave the affected area, do so quickly and quietly.
3. Get others to follow if possible.
4. When you are safe, call the Collin College Police Department at **972.578.5555** or **911**.

If you cannot leave the area safely, **DENY** entry to the active shooter by:

1. Locking doors.
2. Turning off lights.
3. Silencing cellphones and other electronics.
4. Staying away from doors and windows.
5. Remaining in place until the “all clear” is given by authorities.

If you cannot **AVOID** or **DENY** entry to the active shooter, **DEFEND** your location by:

1. Using physical force and any weapons available (e.g., furniture).
2. Being aggressive, loud, and sure of your actions.
3. Committing to your plan of action.

When the **police** arrive:

1. Show them your empty hands.
2. Follow all instructions and do what they tell you at once.
3. Know that they will not stop to assist the injured. Paramedics and other medical personal will be dispatched to assist the injured once it is safe to do so.

## **Criminal Activity Procedures**

The following information can also be found on the Collin College Police Department’s website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

1. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher your name, the location of the incident, and the type of activity.
2. Give a phone number where you can be contacted for further information.
3. Dial **911** if instructed by the Collin College Police Department.
4. Do not attempt to interfere with the activity, except in the case of self-defense or self-preservation.

## **Fire and Evacuation Procedures**

Fire exit signs are posted on each floor of the apartment buildings. 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 the Director of Student Housing or designee or emergency personnel student residents should return to their apartments quickly and quietly. If there are questions, ask the Director of Student Housing or designee or emergency personnel.

### **Fire Exit Routes**

Student residents should become familiar with the exit routes for their rooms, apartments, and buildings. Periodic fire drills will be conducted, and student residents are required to participate if present. Evacuation is absolutely required when a fire alarm goes off.

### **Fire Prevention: Hazards and Flammables**

In the event that a Collin College student resident witnesses smoke or fire, he or she should call **9-1-1** immediately.

Fire can cause significant damage and threaten human life. The role student residents play in

campus safety is extremely vital. Listed below are suggestions to help prevent fires:

1. Turn off and unplug all non-essential appliances immediately after use, including such items as curling irons, hot pots, and irons.
2. Remain in the room when any electrical appliance is in use.
3. The use of combustible decorations, chemicals, and objects with open flames (e.g., candles, canned cooking fuel, coal burning devices, incense, potpourri, etc.) is prohibited in Collin College Student Housing at all times.
4. Open element appliances (e.g., heaters, hot plates, immersion heating coils, indoor grills, induction cooktops, etc.) are also prohibited.
5. Multiple-outlet connections are prohibited unless they contain a circuit breaker and carry an Underwriter's Laboratory (UL) approval.
6. Do not use frayed cords, and do not put electrical cords under rugs or other items that cause heat to build up in the cord.
7. It is recommended that all power strips used for protection of computers and other electrical equipment have a 1449 UL listed surge suppression rating with sufficient joule capacity. Do not use multiple cords or power strips interconnected (i.e., "daisy chained") together. This may cause circuit overload, tripped fuses, or fire.
8. Do not block any exits.
9. The use of halogen lamps is prohibited.
10. When using microwave ovens, be sure to follow the cooking instructions for microwave cooking not conventional cooking.
11. Do not store gasoline in the apartment or on the patio or balcony.
12. Report any fire safety hazards immediately to the Director of Student Housing or designee.
13. Use of holiday lights inside the apartment is prohibited.

## Fire Safety Systems

Collin College Student Housing facilities are inspected for fire safety annually by municipal fire marshals, in accordance with the relevant city codes as well as state and federal guidelines. Collin College's fire safety and suppression system is maintained and monitored 24 hours a day, 365 days a year by [Frontline Fire Protection, Inc.](#)

Each Collin College Student Housing residential unit is equipped with smoke detectors and sprinkler systems. Additionally, fire extinguishers are provided in the kitchens of each residential unit. These safety devices must not be disarmed, removed, or maliciously discharged. Causing a false fire alarm is a violation of state law, and may result in disciplinary action. Anyone who violates this policy will face \$100.00 in fines and damages. Costs for refilling the fire extinguisher and clean-up will also be assessed, as appropriate.

## Procedures for Reporting a Fire

Any Collin College employee or student resident who discovers a fire should immediately sound the fire alarm and dial **911** to report the fire to the Plano Fire-Rescue Department. If a Collin College employee or resident student finds evidence of a fire that has been extinguished, and is unsure whether the Plano Fire-Rescue Department has already responded, he or she should immediately dial **911** to report the fire and also notify Collin College management so the incident can be investigated and documented appropriately.

For purposes of including a fire in the annual fire safety report and fire statistics, any Collin College employee or resident student should report that a fire occurred to a Collin College Police Department officer, sergeant, lieutenant, or the chief of police by phone at **972.578.5555** or in person at the following location on campus: Collin College Police Department Headquarters-Plano Campus

2800 East Spring Creek Parkway  
Suite K-119  
Plano, TX 75074

When reporting a fire for purposes of inclusion in the annual fire safety report, provide as much information as possible about the location, date, time, and cause of the fire as well as any property damage that occurred and any injuries that may have resulted. All fires that occur, including minor fires that do not require an emergency response, must be reported to the Collin College Police Department as soon as possible to ensure inclusion in the annual fire safety report and fire statistics.

Never assume a fire alarm is a drill or false alarm – treat each alarm as if it is the real thing. If there are questions or concerns, contact the Director of Student Housing or designee at 972-881-5151

### Fire Safety Information and Tips-

Buildings are equipped with a variety of features that are designed to detect, stop, and suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one (1) area to another. Some doors, such as fire doors in corridors or stairwells, are designed to stand up to fire longer than those of an individual room. It is important that these doors remain **closed** for them to work. Additionally, if a door has a device that automatically closes the door, it should **not** be propped open.

Sprinklers are effective in preventing the spread of fire when operating properly in 98% of fire incidents (*Effectiveness and Reliability of Fire Protection Systems*, Milke, J. [2014], Society of Fire Protection Engineers [SFPE], [https://www.sfpe.org/page/2014\\_Q4\\_4](https://www.sfpe.org/page/2014_Q4_4)). **Do not** obstruct the sprinkler heads with materials like clothing hanging from the piping.

Smoke detectors cannot do their job if they are disabled or covered. Disabling or covering smoke detectors is a violation of Collin College and Collin College policies.

Almost three-quarters ( $\frac{3}{4}$ ) of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly (*Smoking-Related Fires in Residential*

*Buildings (2008-2010)*, Topical Fire Report Series [2012], <https://www.usfa.fema.gov/downloads/pdf/statistics/v13i6.pdf>). Collin College is a smoke- and tobacco-free institution; therefore, smoking is **not permitted** in any Collin College building or on any Collin College property. Smoking is only permitted in designated units and areas at Collin College.

Safe evacuations require familiarization with the exits in each facility so the evacuees use the nearest stairwell or exit from the facility.

### Prepare in Advance

Know the locations of alternate exits from your area. Know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door, since exit signs may be invisible in heavy smoke. Even in heavy smoke, you can count the number of doors you pass so you will know when you reach the exit door.

### If There is a Fire on Your Floor

1. Immediately call **911** and report the location of the fire.
2. When it is safe to do so, also call **972.578.5555** and report the fire to the Collin College Police Department.
3. Activate the fire alarm, alert others, and move everyone away from the fire.
4. Use a fire extinguisher on small (i.e., wastebasket size) fires **only** if it is safe to do so.
5. For larger fires, **get out** and close the doors to contain the fire as much as possible.
6. If clothing catches fire, **STOP, DROP, and ROLL**.
7. Follow all directions given to you by emergency personnel, if present.

### Fire Extinguisher Instructions

1. **PULL** the safety pin from the handle.
2. **AIM** the nozzle, cone, and horn at the base of the fire.
3. **SQUEEZE** the trigger handle.

4. **SWEEP** the nozzle from side to side, and watch for re-flash (i.e., rekindling of the fire).

### **When a Fire Alarm is Activated**

1. Proceed to the nearest exit.
2. Feel the top and bottom of the door for heat using the back of your hand. If the door is hot, do not open it. If the door is not hot, open it slowly. Stand behind the door and to one side, and be prepared to close it quickly if fire is present.
3. Use stairways for exit. Do not use elevators. Close stairwell doors behind you.
4. Stay low when moving through smoke.
5. Walk down to the ground floor and exit the building.
6. Do not return to the area until instructed to do so by emergency personnel.

### **Evacuation Procedures**

For your safety and protection, remember: in case of a fire, get out as quickly as possible and leave the firefighting to the professionals. If a fire alarm is activated, student residents and guests must do the following:

1. Evacuate the building immediately, move at least 75 feet away from the building, and stay out of fire lanes.
2. After everyone has exited the area, close the door and leave it unlocked.
3. Take personal belongings (e.g., keys, bags, etc.) if it is safe to do so.
4. Use stairways.
5. Remain calm and assist others, if necessary and safe to do so.
6. Notify emergency personnel or **911** if there is anyone trapped or injured in the building. Provide the individual's location in the building and any additional information the first responders need to know.
7. Upon receiving verbal authorization from a Plano Fire-Rescue Department official, Collin College Police Department officer,

or the Director of Student Housing or designee, student residents and their guests should return to their residences quickly and quietly.

### **If You Are Trapped in a Room**

1. Place cloth material around and under the door to prevent smoke from entering.
2. Retreat, and close as many doors as possible between you and the fire.
3. Be prepared to signal from a window, but do not break the glass unless absolutely necessary, as outside smoke may be drawn in.

### **If You Are Caught in Smoke**

1. Drop to your hands and knees, and crawl or crouch low with your head 30" to 36" above the floor. Watch the base of the wall as you go.
2. Hold your breath as much as possible, and breathe shallowly through your nose while using your shirt as a filter.

### **Medical Emergency Procedures**

The following information can also be found on the Collin College Police Department's website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

1. Dial **911** for medical emergencies.
2. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher your name, the location of the emergency, and the type of emergency.
3. If the injury or illness occurs in the Fitness Center, also notify the Fitness Center staff member on duty.

Automated external defibrillators (AED) can be found in various locations on each campus. While on campus, make yourself aware of AED locations in case they are ever needed.

First aid kits are housed in the following locations:



1. Cafeterias: Frisco Campus and Plano Campus.
2. Collin College Police Department Offices and Patrol Vehicles: all campuses.
3. Conference Centers: Frisco Campus, McKinney Campus, and Plano Campus.
4. Fitness Centers: Frisco Campus, McKinney Campus, and Plano Campus
5. Information Desks: Collin Higher Education Center (CHEC), Frisco Campus, McKinney Campus, and Plano Campus.
6. Plant Operations: Collin Higher Education Center (CHEC), Courtyard Center (CYC), Frisco Campus, McKinney Campus, and Plano Campus.
7. Science Labs: Courtyard Center (CYC), Frisco Campus, McKinney Campus, and Plano Campus.

### **Severe Weather Emergency Procedures**

The following information can also be found on the Collin College Police Department's website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

1. In the event of severe weather, Collin College officials will monitor weather information.
2. If an emergency develops, you will be notified by CougarAlert, public address, and/or emergency warning sirens.

3. If the Collin College or city warning system activates, move to interior hallways away from glass windows or doors.
4. Evacuate the building if instructed to do so by the Collin College Police Department.
5. Always be prepared.

### **Threats Procedures**

The following information can also be found on the Collin College Police Department's website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

If you receive a threatening phone call, you should:

1. Remain calm and obtain as much information as possible from the caller.
2. Ask the caller questions such as: the location of the threat, type of threat, and time the incident will occur.
3. Call the Collin College Police Department at **972.578.5555**, and give the dispatcher your name, the location, the type of threat, and a phone number where you can be contacted.
4. Officials will contact you for further information.

## Section 6: Collin College's Policies Regarding Dating Violence, Domestic Violence, Sexual Violence, and Stalking

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To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=dgba>, <https://pol.tasb.org/Policy/Search/304?filter=diaa>, <https://pol.tasb.org/Policy/Search/304?filter=ffda>, <https://pol.tasb.org/Policy/Search/304?filter=fm>, and <https://pol.tasb.org/Policy/Search/304?filter=fma>.

### Prohibition Against Dating Violence, Domestic Violence, Sexual Violence, and Stalking

Collin College prohibits **all** forms of dating violence, domestic violence, sexual violence (including sexual assault), and stalking, as those terms are defined for purposes of the [Clery Act](#).

### Statement of Nondiscrimination

Collin College prohibits discrimination, including harassment, against any student or employee on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited.

### Prohibited Conduct

The term "prohibited conduct" includes sex discrimination, sexual harassment, sexual violence, and retaliation as defined by Board policies DIAA (LOCAL) and FFDA (LOCAL), even if the behavior does not rise to the level of unlawful conduct.

### Dating Violence

#### Collin College's Definition

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.

#### State of Texas' Definition

The State of Texas' definition of dating violence is located in the [Family Code, Chapter 71, Section 71.0021 Dating Violence](#):

- (a) "Dating violence" means an act, other than a defensive measure to protect oneself, by an actor that:
  - (1) is committed against a victim or applicant for a protective order:
    - (A) with whom the actor has or has had a dating relationship; or
    - (B) because of the victim's or applicant's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
  - (2) is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault.
- (b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:
  - (1) the length of the relationship;
  - (2) the nature of the relationship; and
  - (3) the frequency and type of interaction between the persons involved in the relationship.
- (c) A casual acquaintanceship or ordinary fraternization in a business or social

context does not constitute a "dating relationship" under Subsection (b).

## Domestic Violence

### Collin College's Definition

In accordance with the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#), the term "domestic violence" includes felony or misdemeanor crimes of violence committed "in a relationship by one partner to gain or maintain power and control over another intimate partner" (Office on Violence Against Women, United States Department of Justice, [www.justice.gov/ovw/domestic-violence](http://www.justice.gov/ovw/domestic-violence)).

Examples of domestic violence may include abuse committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### State of Texas' Definition

The State of Texas' term for domestic violence is "family violence," and its definition is located in the [Family Code, Chapter 71, Section 71.004 Family Violence](#):

"Family violence" means:

- (1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;

- (2) abuse, as that term is defined by [Sections 261.001 \(1\) \(C\), \(E\), \(G\), \(H\), \(I\), \(J\), \(K\), and \(M\)](#), by a member of a family or household toward a child of the family or household; or
- (3) dating violence, as that term is defined by [Section 71.0021](#).

## Sexual Violence

### Collin College's Definition

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.

### State of Texas' Definition

The State of Texas' term for sexual violence is "sexual assault," and its definition is located in the [Texas Penal Code, Chapter 22, Section 22.011 Sexual Assault](#):

- (a) A person commits an offense if:
  - (1) the person intentionally or knowingly:
    - (A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
    - (B) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
    - (C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
  - (2) regardless of whether the person knows the age of the child at the time of the offense, the person intentionally or knowingly:
    - (A) causes the penetration of the anus or sexual organ of a child by any means;

- (B) causes the penetration of the mouth of a child by the sexual organ of the actor;
- (C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
- (D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
- (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

## Stalking

### Collin College's Definition

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.

### State of Texas' Definition

The State of Texas' definition of stalking is located in the [Texas Penal Code, Chapter 42, Section 42.072 Stalking](#):

- (a) A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:
  - (1) constitutes an offense under [Section 42.07](#), or that the actor knows or reasonably should know the other person will regard as threatening:
    - (A) bodily injury or death for the other person;
    - (B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or

- (C) that an offense will be committed against the other person's property;
- (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
- (3) would cause a reasonable person to:
  - (A) fear bodily injury or death for himself or herself;
  - (B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
  - (C) fear that an offense will be committed against the person's property; or
  - (D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.
- (b) An offense under this section is a felony of the third degree, except that the offense is a felony of the second degree if the actor has previously been convicted of an offense under this section or of an offense under any of the following laws that contains elements that are substantially similar to the elements of an offense under this section:
  - (1) the laws of another state;
  - (2) the laws of a federally recognized Indian tribe;
  - (3) the laws of a territory of the United States; or
  - (4) federal law.
- (c) For purposes of this section, a trier of fact may find that different types of conduct described by Subsection (a), if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.
- (d) In this section:

- (1) "Dating relationship," "family," "household," and "member of a household" have the meanings assigned by [Chapter 71, Family Code](#).
- (2) "Property" includes a pet, companion animal, or assistance animal, as defined by [Section 121.002, Human Resources Code](#).

## Retaliation

Collin College prohibits retaliation by a student or Collin College employee against a student or employee alleged to have experienced sex discrimination, sexual harassment, sexual violence, and/or retaliation or another student or employee who, in good faith, makes a report of sex discrimination, sexual harassment, sexual violence, and/or retaliation, serves as a witness, or otherwise participates in a Collin College investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, unwarranted grade reductions, termination, refusal to hire, demotion, denial of promotion, unjustified negative evaluations, unjustified negative references, or increased surveillance. Additionally, students and employees 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.

## Consent to Sexual Activity

### Collin College's Definition

Sexual activity requires consent, which is defined as an informed, voluntary, affirmative, and mutual agreement between the participants to engage in a specific sexual act. The following guidelines will be used to determine whether consent was obtained:

1. Consent to sexual activity can be communicated in a variety of ways, but one should not presume consent has been

- given in the absence of a clear, positive agreement.
2. Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. The absence of the word "no" or the like (e.g., "stop") does not imply consent.
3. Although consent can be nonverbal, verbal communication is the most reliable form of asking for and obtaining consent. Discussing your desires, needs, and limitations with sexual partners provides a basis for positive sexual experiences shaped by mutual willingness and respect.
4. Presumptions based upon contextual factors (e.g., provocative clothing or dancing, etc.) are unwarranted, and should not be considered grounds for consent.
5. As defined in the [State of Texas Penal Code § 22.011 Sexual Assault](#), the age of sexual consent is 17. Therefore, consent cannot be obtained from someone who is under the age of 17, as that person is legally considered to be a minor.
6. Consent cannot be obtained from someone who is asleep, unconscious, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition (e.g., an intellectual or other disability). A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual violence.
7. Consent to some sexual acts does not constitute consent to other sexual acts.
8. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. If you proceed despite your partner's verbal and/or nonverbal communication to stop, you have committed sexual violence.
9. Consent cannot be obtained by threat, coercion, or force. Agreement under such

circumstances does not constitute consent.

10. A prior sexual encounter or pre-existing relationship does not indicate consent to current or future sexual activity.

### State of Texas' Definition

The [Texas Penal Code, Section 22.011 Sexual Assault](#) states:

- (b) A sexual assault under Subsection (a) (1) is without the consent of the other person if:
- (1) the actor compels the other person to submit or participate by the use of physical force, violence, or coercion;
  - (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person or to cause harm to the other person, and the other person believes that the actor has the present ability to execute the threat;
  - (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
  - (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
  - (5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
  - (6) the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
  - (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;

- (8) the actor is a public servant who coerces the other person to submit or participate;
- (9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;
- (10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or
- (11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under [Chapter 2, Family Code](#).

### Safe and Positive Options for Bystander Intervention

The following information can also be found on Collin College's website at <http://www.collin.edu/studentresources/deanofstudents/BystanderIntervention.html>.

Bystander intervention occurs when a witness speaks up and/or steps in to stop a potentially dangerous situation. Bystanders often do not become involved in a situation because they do not know what to do, are worried about their own safety, or think other witnesses will intervene.

### Empowered Bystanders...

1. are mindful of their environment,
2. take care of their friends and classmates,
3. ask their friends and classmates to take care of them,
4. are empathetic,
5. familiarize themselves with campus resources,

6. have the Collin College Police Department's phone number (972.578.5555) programmed into their cell phones,
7. speak up to stop violence, and
8. are willing to act.

The entire campus community plays a vital role in preventing acts that violate Collin College's *Core Value of Dignity and Respect*. As a friend, classmate, partner, family member, etc., you are in a unique position – you have the power to intervene and stop an incident before it occurs. You can use your power to stop a potentially dangerous situation by:

### **Intervening**

#### Questions to Ask Before Taking Action

1. Am I concerned about a situation becoming a potential problem?
2. Do I recognize someone who may need help?
3. Do I see others and myself as part of the solution?
4. Do I have a responsibility to act?
5. If the roles were reversed would I want or need someone to intervene?

#### Questions to Ask During the Situation

1. How can I keep myself and others safe if I intervene?
2. What are my available options? Options may include, but are not limited to:
  - a. creating a distraction,
  - b. interrupting a situation,
  - c. removing others and myself from the situation,
  - d. checking in to make sure friends and any vulnerable individuals make it home safely, and
  - e. speaking out against social norms that support violence.
3. Are there others I can call for help, including **911** and the Collin College Police Department (972.578.5555)?

4. What are the benefits and costs of taking action?

### **Being a Supportive Ally**

1. Educate yourself and others about gender inequality, prohibited conduct, the causes of violence, healthy relationships, and consent to sexual activity.
2. Challenge the myths surrounding violence and prohibited conduct. Understand how your attitudes and actions may perpetuate these myths, and work toward changing them.
3. Don't make excuses for other people's inappropriate behavior.
4. Don't blame the victim.
5. Gently offer support if you suspect someone close to you has been a victim of violence.

### **Reporting Incidents that Violate the Student Code of Conduct**

Any student who believes he or she has experienced prohibited conduct or believes another student has experienced prohibited conduct should immediately report the alleged act(s) to one (1) of the following Collin College officials:

1. **Title IX Coordinator for Students**  
Terrence Brennan  
Dean of Students  
3452 Spur 399  
McKinney, TX 75069  
Phone: 972.881.5734  
Email: [tbrennan@collin.edu](mailto:tbrennan@collin.edu)
2. **Title IX Coordinator for Employees**  
Floyd Nickerson  
Vice President of Human Resources  
3452 Spur 399  
McKinney, TX 75069  
Phone: 972.599.3159  
Email: [fnickerson@collin.edu](mailto:fnickerson@collin.edu)

3. **Deputy Title IX Coordinator for Employees**

Tonya Jacobson  
Manager, HR/Compliance  
3452 Spur 399  
McKinney, TX 75069  
Phone: 972.758.3856  
Email: [tjacobson@collin.edu](mailto:tjacobson@collin.edu)

### **Ways to Reduce Risk of Becoming a Victim**

The following information can also be found on Collin College's website by [clicking here](#).

The following are suggestions for how to reduce your risk of becoming a victim of dating violence, domestic violence, sexual violence, and stalking.

1. Have a plan. Tell someone you trust where you are going and when you expect to return. If you go together, leave together. Do not leave a friend behind.
2. Take care of your friends, and ask them to take care of you. Respect them when they do.
3. In social situations, do not accept food or open beverages, as it can be easy for someone to slip a drug into them without your knowledge. Warn your friends if you see someone tampering with their food or drink.
4. Take responsibility for your alcohol intake and/or drug use. Using these substances lowers inhibitions and may make you a target.
5. Know that you have the right to set limits concerning your sexual activity. Make your limits known as early as possible and communicate them clearly and consistently.
6. If you change your mind during sexual activity, speak up and communicate your decision to no longer proceed clearly and firmly. Say something like, "No" or "I want you to stop."
7. If a situation feels uncomfortable or you are uncertain about something, trust your

instincts, remove yourself from the situation, and ask for help.

8. If you feel you have been victimized, find a safe place away from the aggressor and call the police or a community agency, such as a rape crisis center, domestic violence hotline, or hospital.
9. Do not assume, "It can't happen to me."
10. If you see something of concern, say something.

### **Procedures Victims of Dating Violence, Domestic Violence, Sexual Violence, and Stalking Should Follow**

The following information can also be found on Collin College's website by [clicking here](#).

#### **Seek Medical Attention Immediately**

If you request it or if you have already reported the incident to a law enforcement official, a [sexual assault nurse examiner \(SANE\)](#) or doctor will conduct both a forensic and medical exam and collect evidence. Having a forensic exam conducted does not require you to file a police report or proceed through the criminal justice process, but it will preserve evidence in the event you decide to do so at a later time.

For evidence collection to take place, it is best for an exam to occur within five (5) days (i.e., 120 hours) of the incident. It is advised that you do not shower, bathe, eat, drink, wash your hands, change clothes, brush your teeth, or do anything that may interfere with the collection of evidence. If you do change your clothes, be sure to take the clothes you had on when the incident occurred with you to the hospital in a paper (not plastic) bag. It is also important to share as much information as you can remember with medical personnel. Learn more about the sexual assault exam process online at [www.rainn.org/articles/rape-kit](http://www.rainn.org/articles/rape-kit).

Collin County has a mobile [SANE](#) team. If you go to any hospital in Collin County, the staff can contact the mobile SANE team, and they will come to that hospital to assist you.



You can receive attention at any medical facility; however, the following local hospitals have specially-trained staff to assist survivors of sexual violence. Victims 17 years of age and under must be seen at a hospital with an approved colposcope. These hospitals are noted with an asterisk (\*) below. Collin College does not provide transportation to any of these hospitals.

Baylor Scott & White Medical Center – Plano  
4700 Alliance Boulevard  
Plano, TX 75093  
Phone: 469.814.2000  
Website: <https://www.bswhealth.com/locations/plano/>

Baylor Scott & White Medical Center – McKinney\*  
5252 West University Drive  
McKinney, TX 75071  
Phone: 469.764.1000  
Website: <https://www.bswhealth.com/locations/mckinney/>

Medical City McKinney  
4500 Medical Center Drive  
McKinney, TX 75069  
Phone: 972.547.8000  
Website: <https://medicalcitymckinney.com/>

Medical City Plano\*  
3901 West 15th Street  
Plano, TX 75075  
Phone: 972.596.6800  
Website: <https://medicalcityplano.com/>

Methodist Dallas Medical Center\*  
1441 North Beckley Avenue  
Dallas, TX 75203  
Phone: 214.947.8181  
Website: <https://www.methodisthealthsystem.org/methodist-dallas-medical-center/>

Texas Health Presbyterian Hospital Allen  
1105 North Central Expressway  
Allen, TX 75013

Phone: 972.747.1000  
Website: <https://www.texashealth.org/allen/>

Texas Health Presbyterian Hospital Plano\*  
6200 West Parker Road  
Plano, TX 75093  
Phone: 972.981.8000  
Website: <https://www.texashealth.org/plano/>

### **Consider Reporting the Incident to the Appropriate Law Enforcement Official**

For immediate notification to local law enforcement, call **911**. To report the incident to the Collin College Police Department, call **972.578.5555** or extension **5555** from any campus phone. Contact information for local law enforcement agencies is also listed below.

If you need assistance with reporting to law enforcement, you can ask the medical professionals at the hospital if you received medical attention. Additionally, if you request assistance, a Collin College official will help you with the process of reporting to law enforcement. Note: victims have the right not to report a crime if they so choose.

Allen Police Department  
205 W. McDermott Drive  
Allen, TX 75013  
Phone: 214.509.4200  
Website: <https://cityofallen.org/904/Police>

Collin College Police Department  
2800 East Spring Creek Parkway  
Plano, TX 75074  
Phone: 972.578.5555  
Website: [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/)

Collin County Sheriff's Office  
4300 Community Ave.  
McKinney, TX 75071  
Phone: 972.547.5100 or 972.424.4797  
Website: <https://www.collincountytx.gov/sheriff/Pages/default.aspx>

Frisco Police Department  
7200 Stonebrook Parkway

Frisco, TX 75034  
Phone: 972.292.6010  
Website: <https://www.friscotexas.gov/239/Police>

McKinney Police Department  
2200 Taylor Burk Drive  
McKinney, TX 75071  
Phone: 972.547.2700  
Website: <https://www.mckinneytexas.org/166/Police>

Plano Police Department  
909 14<sup>th</sup> Street  
Plano, TX 75074  
Phone: 972.424.5678  
Website: [www.plano.gov/214/Police](http://www.plano.gov/214/Police)

Rockwall Police Department  
205 W. Rusk Street  
Rockwall, TX 75087  
Phone: 972.771.7717  
Website: [www.rockwallpolice.org](http://www.rockwallpolice.org)

Wylie Police Department  
2000 North Highway 78  
Wylie, TX 75098  
Phone: 972.442.8171  
Website: [www.wylietexas.gov/departments/police/index.php](http://www.wylietexas.gov/departments/police/index.php)

### **Consider Counseling and/or Other Support Services**

This is a difficult and stressful time, and you may need assistance now or in the future. Counseling services are offered free of charge to all current Collin College students. The Counseling Services Office can be reached at 972.881.5126 or [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu).

### **Keep a Journal**

Write down everything you can remember about what occurred including, but not limited to:

1. the events that led up to the incident,
2. the date the incident occurred,
3. the time the incident occurred,

4. names of any potential witnesses or persons who may have additional information, etc.

If applicable, keep any voicemails, harassing letters, texts, online postings, emails, etc. as evidence.

### **Preservation of Evidence**

The following information can also be found on Collin College's website by [clicking here](#).

Collin College recognizes that making the decision to report sexual violence may take time. Nevertheless, pending the decision to report, all individuals are strongly encouraged to take immediate steps to preserve evidence that might support a future report of sexual violence; a protective order; or an investigation by the police, Collin College, or both. Such evidence may include, but is not limited to, the following:

1. a forensic sexual assault examination completed within five (5) days (i.e., 120 hours) of the incident;
2. any clothing, sheets, or other materials containing bodily fluids. These items should be stored in cardboard boxes or paper bags, not plastic;
3. electronic exchanges to the extent that they can be captured or preserved (e.g., emails; text messages; and social media posts in Facebook, Instagram, Snapchat, Twitter, etc.);
4. photographs, including photographs stored on smartphones, tablets, and other electronic devices;
5. voicemail messages; and
6. any other physical, documentary, or electronic data that might be helpful or relevant in an investigation.

### **Written Notification of Victim's Rights and Options**

When a student or employee reports to Collin College he or she has been a victim of dating violence, domestic violence, sexual violence, or stalking, whether the offense occurred on or off campus, Collin College will provide the student or employee with written notification explaining:

1. his or her rights and options;
2. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other appropriate services available for victims, both at Collin College and in the local community; and
3. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Note: Collin College must make such accommodations or provide such protective measures if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to the Collin College Police Department or local law enforcement.

Collin College's *Written Notification of Victim's Rights and Options* packet outlines steps a victim may want to take depending on the services he or she needs. The resources and options outlined in this document may be helpful as a victim decides the next steps that are best for him or her. Collin College's *Written Notification of Victim's Rights and Options* packet is located on Collin College's website by [clicking here](#) and going to Page 23.

### **Available Options and 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.

The dean of students or designee may take immediate disciplinary action, including, but not

limited to, temporary immediate suspension pending resolution of the matter through the student disciplinary process, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the educational environment. The Human Resources Office (HR) may take immediate disciplinary action against a Collin College employee pending resolution of the matter through the employee disciplinary process.

Regardless of whether a victim chooses to report to local law enforcement, the Collin College Police Department, or the student or employee disciplinary process, Collin College must provide certain options and interim action if the victim requests them and they are reasonably available. Available options and interim action may include, but are not limited to:

### **Course Schedule Adjustments**

Contact the Dean of Students Office (DOS) for assistance with course schedule adjustments.

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

Phone: 972.881.5604

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

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

### **Employment Options and Employee Resources**

Only available for full-time, part-time, and student employees of Collin College. Contact the Human Resources Office (HR) for assistance with employment options and employee resources.

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

Phone: 972.758.3856

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

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

### **Student Housing Changes**

Only available for student residents living in Collin College Student Housing (Collin College) located on the Plano Campus. Contact the Director of Student

Housing or designee for assistance with student housing changes.

Office Hours: Monday through Thursday 9 a.m. to 6 p.m.

Friday: 8:00am to 5:00pm

Phone: 972.509.0247

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

Website: <https://collin.edu/studenthousing>

### **No Contact Directive**

If appropriate, the dean of students or designee may issue a no contact directive to a student. The no contact directive will instruct the student to have no contact with the other party or parties involved in the disciplinary matter through any means (e.g., physical contact, phone calls, text messages, emails, online postings, stalking, having anyone else initiate contact with the other party, etc.). The no contact directive will remain in effect until revoked or altered by the dean of students or designee.

### **Temporary Immediate Suspension**

When the dean of students or designee issues a temporary immediate suspension, the student is afforded a three (3) College District business day grace period prior to meeting with the dean of students or designee. If the student wants to meet during the grace period, the student should contact the Dean of Students Office (DOS) for appointment availability.

If a student on temporary immediate suspension receives a favorable administrative decision or favorable appeal, and the case is final, the student may seek reinstatement into his or her course(s) and/or Collin College. Contact the Dean of Students Office (DOS) at 972.881.5604 or \_\_\_\_\_ for reinstatement procedures.

### **Criminal Trespass Warning Notice**

The Collin College Police Department may issue a criminal trespass warning notice to a Collin College student, employee, or community member. Criminal trespass warning notices prohibit

individuals from entering any Collin College buildings or properties for a specified period of time. Violating the criminal trespass warning notice is a class B misdemeanor (first [1<sup>st</sup>] offense) and carries a penalty of up to 180 days in jail. For more information, contact the Collin College Police Department at 972.578.5555.

### **Procedures for Reporting and Investigating Complaints of Dating Violence, Domestic Violence, Sexual Violence, and Stalking Against a Collin College Employee**

When an employee is named as the respondent in a complaint alleging dating violence, domestic violence, sexual violence, and/or stalking, Collin College will follow the procedures listed below to investigate and resolve the matter.

The following information can also be found in Board policy DIAA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=diaa>. See also the *Collin College Employee Complaint Procedures – Pursuant to DGBA (LOCAL)* document, which details the actions taken at each step during an investigation. This document is located on Collin College’s Human Resources Office (HR) website at [www.collin.edu/hr/complaints/pdf/DGBA%20Local%20Complaint%20Procedures%2003.22.2018%20TJ.pdf](http://www.collin.edu/hr/complaints/pdf/DGBA%20Local%20Complaint%20Procedures%2003.22.2018%20TJ.pdf).

### **Prohibited Conduct**

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by Board policy DIAA (LOCAL), even if the behavior does not rise to the level of unlawful conduct.

### **Reporting Procedures**

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged

acts. The employee may report the alleged acts to his or her immediate supervisor.

Alternatively, the employee may report the alleged acts to one (1) of the Collin College officials listed below.

For the purposes of this policy, Collin College officials are the Title IX coordinators and the College District president.

To file a formal complaint with Collin College's Human Resources Office (HR), go to [www.collin.edu/hr/complaints/Employee\\_Complaints.html](http://www.collin.edu/hr/complaints/Employee_Complaints.html).

### **Definition of Collin College Officials**

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinators. Collin College designates the following persons to coordinate its efforts to comply with [\*Title IX of the Education Amendments of 1972 \(Title IX\)\*](#), as amended:

1. **Title IX Coordinator for Employees**

Floyd Nickerson  
Vice President of Human Resources  
3452 Spur 399  
McKinney, TX 75069  
Phone: 972.599.3159  
Email: [fnickerson@collin.edu](mailto:fnickerson@collin.edu)

2. **Deputy Title IX Coordinator for Employees**

Tonya Jacobson  
Manager, HR/Compliance  
3452 Spur 399  
McKinney, TX 75069  
Phone: 972.758.3856  
Email: [tjacobson@collin.edu](mailto:tjacobson@collin.edu)

The College District president or designee shall serve as coordinator for purposes of Collin College compliance with all other antidiscrimination laws.

### **Alternative Reporting Procedures**

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the College District president or designee.

A report against the College District president may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

### **Timely Reporting**

Reports of prohibited conduct shall be made immediately after the alleged act or knowledge of the alleged act. A failure to promptly report may impair Collin College's ability to investigate and address the prohibited conduct.

### **Notice of Report**

Any Collin College supervisor who receives a report of prohibited conduct shall immediately notify the appropriate Collin College official listed above and take any other steps required by this policy.

### **Investigation of the Report**

Collin College may request, but shall not insist upon, a written report. If a report is made orally, the Collin College official shall reduce the report to written form.

Upon receipt or notice of a report, the Collin College official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Collin College official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If the Collin College official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the Collin College official shall refer the complaint for consideration under Board policy DIAB (LOCAL),

as appropriate. To view Board policy DIAB (LOCAL), go to <https://pol.tasb.org/Policy/Search/304?filter=diab>.

If appropriate, Collin College shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation. For additional information on interim action, see the [Available Options and Interim Action](#) section in this document.

The investigation may be conducted by the Collin College official or a designee or by a third (3<sup>rd</sup>) party designated by Collin College, such as an attorney. When appropriate, the supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The investigator shall conduct a prompt, fair, and impartial process from the initial investigation to the final result. At a minimum, all investigators shall receive annual training on issues related to dating violence, domestic violence, sexual violence, and stalking as well as how to conduct an investigation that protects victim safety and promotes accountability.

### **Concluding the Investigation**

Absent extenuating circumstances, the investigation should be completed within 10 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the Collin College official overseeing the investigation.

### **Standard of Evidence**

The investigator shall use the “preponderance of the evidence” standard (i.e., more likely than not to have occurred) when determining whether an employee committed prohibited conduct.

### **Notification of the Outcome**

Collin College shall provide simultaneous, written notice of the outcome, within the extent permitted by applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any disciplinary proceedings conducted with the employee respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim’s next of kin as the alleged victim, in accordance with the law.

This notification shall include, but is not limited to, the following information:

1. the results of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual violence, or stalking;
2. Collin College’s procedures for the victim and the respondent to appeal the results of the disciplinary proceeding;
3. any change to the results (e.g., through the appeal process); and
4. when such results become final.

### **Collin College Action**

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 may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or 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.

Collin College will complete publicly available recordkeeping, including *Clery Act* reporting and disclosures, without inclusion of personally identifying information about the victim. Additionally, Collin College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality does not impair Collin College's ability to provide the accommodations or protective measures.

### **Appeal**

A complainant who is dissatisfied with the outcome of the investigation may appeal through Board policy DGBA (LOCAL), beginning at the appropriate level. To view Board policy DGBA (LOCAL), go to [https://pol.tasb.org/Policy/Search/304?filter=dg\\_ba](https://pol.tasb.org/Policy/Search/304?filter=dg_ba).

Collin College shall provide written notice of the outcome of any appeal(s), within the extent permitted by applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any appeal(s) conducted with the employee respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

This notification shall include, but is not limited to, the following information:

1. the results of any appeal(s) that arise from an allegation of dating violence, domestic violence, sexual violence, or stalking;

2. Collin College's procedures for the victim and the respondent to appeal the results of the appeal(s);
3. any change to the results (e.g., through the appeal process); and
4. when such results become final.

### **Procedures for Reporting and Investigating Complaints of Dating Violence, Domestic Violence, Sexual Violence, and Stalking Against a Collin College Student**

When a student is named as the respondent in a complaint alleging dating violence, domestic violence, sexual violence, and/or stalking, Collin College will follow the procedures listed below to investigate and resolve the matter.

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 4: Freedom from Sex Discrimination, Sexual Harassment, Sexual Violence, and Retaliation* and Board policy FFDA (LOCAL) located at <https://pol.tasb.org/Policy/Code/304?filter=FFDA>.

### **False Claims**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Collin College investigation regarding sex discrimination, sexual harassment, or sexual violence shall be subject to appropriate disciplinary action.

### **Prohibited Conduct**

The term "prohibited conduct" includes sex discrimination, sexual harassment, sexual violence, and retaliation as defined by Board policy FFDA (LOCAL), even if the behavior does not rise to the level of unlawful conduct.

### **Reporting Procedures**

Any student who believes he or she has experienced prohibited conduct or believes

another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee.

Any Collin College employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate Collin College official listed below and shall take any other steps required.

A person who holds a professional license requiring confidentiality, such as a counselor, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

A person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source shall not be required to disclose information regarding an incident of prohibited conduct that constitutes personally identifiable information about a student or other information that would indicate the student's identity without the student's consent, unless the person is disclosing information as required for inclusion in Collin College's annual security report under the *Clery Act*. For more information, see Board policy GCC (LEGAL) located at <https://pol.tasb.org/Policy/Search/304?filter=gcc>.

### **Responsible Employee**

A "responsible employee" is an employee:

1. who has authority to remedy prohibited conduct,
2. who has been given the duty of reporting incidents of prohibited conduct, and/or
3. whom a student reasonably believes has the authority to remedy prohibited conduct or has been given the duty of reporting incidents of prohibited conduct.

Collin College designates the following persons as responsible employees: any instructor, any administrator, or any Collin College official defined below.

### **Definition of Collin College Officials**

For the purpose of this policy, Collin College officials are the Title IX coordinators and the College District president.

Reports of discrimination based on sex, including sexual harassment or gender-based harassment, may be directed to the Title IX coordinators. Collin College designates the following persons to coordinate its efforts to comply with [Title IX of the Education Amendments of 1972 \(Title IX\)](#), as amended:

#### **1. Title IX Coordinator for Students**

Terrence Brennan  
Dean of Students  
3452 Spur 399  
McKinney, TX 75069  
Phone: 972.881.5734  
Email: [tbrennan@collin.edu](mailto:tbrennan@collin.edu)

#### **2. Title IX Coordinator for Employees**

Floyd Nickerson  
Vice President of Human Resources  
3452 Spur 399  
McKinney, TX 75069  
Phone: 972.599.3159  
Email: [fnickerson@collin.edu](mailto:fnickerson@collin.edu)

#### **3. Deputy Title IX Coordinator for Employees**

Tonya Jacobson  
Manager, HR/Compliance  
3452 Spur 399  
McKinney, TX 75069  
Phone: 972.758.3856  
Email: [tjacobson@collin.edu](mailto:tjacobson@collin.edu)

In addition, students can file the appropriate complaint form online at [www.collin.edu/hr/studentcomplaints/index.html](http://www.collin.edu/hr/studentcomplaints/index.html).

The College District president or designee shall serve as coordinator for purposes of Collin College compliance with all other anti-discrimination laws.

### **Alternative Reporting Procedures**



A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinators, may be directed to the College District president.

A report against the College District president may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct the investigation.

### **Timely Reporting**

Reports of prohibited conduct should be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair Collin College's ability to investigate and address the prohibited conduct. For more information regarding reporting procedures, contact the Dean of Students Office (DOS) at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu), or go to <https://pol.tasb.org/Policy/Code/304?filter=FFD>.  
A. To file a *Student Incident Report* with the Dean of Students Office (DOS), go to <https://k1.caspio.com/dp/eaab300008e40c269e0846389ee0>.

In accordance with [\*Texas Senate Bill 968\*](#), Collin College students and employees can report prohibited conduct anonymously.

Students may contact the Collin College Police Department at 972.578.5555 to report a crime.

Students may contact Counseling Services at 972.881.5126 or [personalcounseling@collin.edu](mailto:personalcounseling@collin.edu) to schedule a confidential meeting with a licensed professional counselor (LPC).

### **Amnesty**

In accordance with [\*Texas Senate Bill 969\*](#), Collin College will give amnesty to (i.e., not take any disciplinary action against) a student who reports, in good faith, that he or she was the victim of or a witness to an incident of sexual assault. This amnesty policy applies regardless of the location at which the incident occurred or the outcome of Collin College's disciplinary process regarding the

incident, if any. This amnesty policy does not apply to a student who reports his or her own commission of sexual assault or assistance in the commission of sexual assault.

### **Investigation of the Report**

Collin College may request, but shall not require, a written report. If a report is made orally, the Collin College official shall reduce the report to written form.

### **Initial Assessment**

Upon receipt or notice of a report, the Collin College official shall determine whether the allegations, if proven, would constitute prohibited conduct (i.e., sex discrimination, sexual harassment, sexual violence, and/or retaliation). If so, the Collin College official shall immediately authorize or undertake an investigation, except as provided below in the subsection titled "[Criminal Investigation.](#)"

If the Collin College official determines the allegations, if proven, would not constitute prohibited conduct (i.e., sex discrimination, sexual harassment, sexual violence, and/or retaliation), the Collin College official shall refer the complaint for consideration under the appropriate complaint or disciplinary process.

### **Interim Action**

If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, Collin College shall promptly take interim action calculated to address prohibited conduct prior to the completion of Collin College's investigation. For additional information on interim action, see the [Available Options and Interim Action](#) section in this document.

### **Collin College Investigation**

The investigation may be conducted by the Collin College official or a designee or by a third (3<sup>rd</sup>) party designated by Collin College, such as an attorney. The investigator shall have received

appropriate training regarding the issues related to the complaint and the relevant Collin College policy and procedures. The investigator shall conduct a prompt, fair, and impartial process from the initial investigation to the final result.

At a minimum, all investigators shall receive annual training on issues related to dating violence, domestic violence, sexual violence, and stalking as well as how to conduct an investigation that protects victim safety and promotes accountability.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. Both the complainant and student respondent may have an observer(s) present during any meetings with the investigator.

### **Criminal Investigation**

If a law enforcement or regulatory agency notifies Collin College that a criminal or regulatory investigation has been initiated, Collin College shall confer with the agency to determine if Collin College's investigation would impede the criminal or regulatory investigation. Collin College shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has completed gathering its evidence, Collin College shall promptly resume its investigation.

### **Concluding the Investigation**

Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the investigation should be completed within 60 College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the Collin College official overseeing the investigation.

### **Standard of Evidence**

The dean of students or designee shall use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) when determining whether a student committed misconduct that violates the [Student Code of Conduct](#), Board policies, laws, and/or Collin College procedures.

### **Notification of the Outcome**

Collin College shall provide written notice of the outcome, within the extent permitted by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) or other applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any disciplinary proceedings conducted with the student respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

This simultaneous, written notification shall include, but is not limited to, the following information:

1. the results of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual violence, or stalking;
2. Collin College's procedures for the victim and the respondent to appeal the results of the disciplinary proceeding;
3. any change to the results (e.g., through the appeal process); and
4. when such results become final.

### **Collin College Action Prohibited Conduct**

If the results of an investigation indicate prohibited conduct occurred, Collin College shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with Collin College policy and procedures. To view the Board policies associated with the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

### **Corrective Action**

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the Collin College community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the Collin College climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming Collin College's policy against sex discrimination, sexual harassment, sexual violence, and retaliation.

Additionally, corrective action may include disciplinary penalties outlined in the current [student handbook](#) in the [Student Code of Conduct, Chapter 9: Disciplinary Penalties](#) and the [Potential Disciplinary Penalties](#) section in this document.

### **Exception**

Collin College shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, Collin College shall be involved in an appropriate manner. Mediation shall not be used to resolve complaints of prohibited conduct.

### **Collin College Action Improper Conduct**

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, Collin College may take disciplinary action in

accordance with Collin College policy and procedures or other corrective action reasonably calculated to address the conduct. To view the Board policies associated with the student disciplinary process and disciplinary penalties, go to <https://pol.tasb.org/Policy/Search/304?filter=student%20discipline>.

### **Confidentiality**

To the greatest extent possible, Collin College shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Collin College will complete publicly available recordkeeping, including [Clery Act](#) reporting and disclosures, without inclusion of personally identifying information about the victim. Additionally, Collin College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality does not impair Collin College's ability to provide the accommodations or protective measures.

### **Appeal**

A student who is dissatisfied with the outcome of the investigation may appeal through the student disciplinary appeals process. To view the Board policies associated with the student disciplinary appeals process, go to <https://pol.tasb.org/Policy/Code/304?filter=FMA>.

Collin College shall provide written notice of the outcome of any appeal(s), within the extent permitted by the [Family Educational Rights and Privacy Act \(FERPA\)](#) or other applicable law, to the victim and the person against whom the complaint is filed.

Additionally, the final results of any appeal(s) conducted with the student respondent shall be disclosed to the alleged victim of a crime of violence and/or a non-forcible sex offense, in accordance with the law. If the alleged victim is

deceased as a result of such crime or offense, Collin College shall treat the victim's next of kin as the alleged victim, in accordance with the law.

This notification shall include, but is not limited to, the following information:

1. the results of any appeal(s) that arise from an allegation of dating violence, domestic violence, sexual violence, or stalking;
2. Collin College's procedures for the victim and the respondent to appeal the results of the appeal(s);
3. any change to the results (e.g., through the appeal process); and
4. when such results become final.

A student shall be informed of his or her right to file a complaint with the U.S. Department of Education Office for Civil Rights.

### **Records Retention**

Retention of records shall be in accordance with Collin College's records retention procedures. To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

### **Potential Disciplinary Penalties**

#### **Penalties for Employee Misconduct**

When a Collin College employee is found responsible for a violation of dating violence, domestic violence, sexual violence, and/or stalking, potential disciplinary penalties include, but are not limited to the following:

1. Coaching
2. Level 1 Warning
3. Level 2 Warning
4. Administrative Leave
5. Recommendation for Termination

For additional information regarding penalties for employee misconduct, contact the Human Resources Office (HR) at 972.758.3856 or [hr@collin.edu](mailto:hr@collin.edu).

#### **Penalties for Student Misconduct**

The following information can also be found in the current [student handbook](#) in the [Student Code of Conduct](#), Chapter 9: *Disciplinary Penalties, Penalties for Student Misconduct* and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>.

A student shall be subject to discipline for violations of Collin College policies and procedures, including the rules outlining expectations for student conduct. If a student commits an infraction or engages in misconduct, including, but not limited to, dating violence, domestic violence, sexual violence, and/or stalking, Collin College may impose one (1) or more of the following penalties:

1. **Reprimand:** a verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. **Restitution:** reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. **Conditional Probation:** the placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from Collin College. Conditional probation may include restrictions on a student's rights and privileges, specified community service, and/or completion of an Educational Project Experience (EPE). The probation may be for a specified length of time or an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion. Note: conditional probation is typically imposed for either one (1) calendar year, two (2) calendar years, or three (3) calendar years depending on the facts of the case and severity of the violation(s).

4. **Suspension:** forced withdrawal from Collin College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one (1) regular long semester (with summer sessions not counting in the one [1] semester minimum time lapse). However, suspension may exceed the one (1) semester minimum. Note: suspension is typically imposed for one (1) regular long semester, one (1) calendar year, two (2) calendar years, three (3) calendar years, or four (4) calendar years depending on the facts of the case and severity of the violation(s).
5. **Expulsion:** permanent forced withdrawal from Collin College. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

For additional information regarding penalties for student misconduct, contact the Dean of Students Office (DOS) at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

### **Suspended or Expelled Students**

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 9: Disciplinary Penalties, Suspended or Expelled Students* and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>.

No former student who has been suspended or expelled from Collin College for disciplinary reasons shall be permitted on the campus or other facilities of Collin College, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the appropriate administrator (i.e., the dean of students or designee) or administrative entity (i.e., Collin College's Board of Trustees).

### **Reinstatement Procedures**

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 13: Reinstatement Procedures*.

#### Favorable Administrative Decision or Appeal

The dean of students or designee will make reasonable efforts to reinstate a student who receives a favorable administrative decision or appeal.

#### Non-favorable Administrative Decision or Appeal

In a case where a student does not receive a favorable administrative decision and does not appeal, or has exhausted all levels of appeal, the final decision of the case shall stand.

### **Petition to Revoke Expulsion**

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 12: Petition to Revoke Expulsion* and Board policy FMA (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fma>.

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

### **Student Disciplinary Files and Records**

The following information can also be found in the current [student handbook](#) in the *Student Code of Conduct, Chapter 7: Disciplinary Procedures, Disciplinary Files and Records* and Board policy FM (LOCAL) located at <https://pol.tasb.org/Policy/Search/304?filter=fm>.

Collin College shall maintain for every student alleged or determined to have committed misconduct at Collin College a disciplinary record that shall reflect the charge(s), the disposition of the charge(s), the sanction(s) assessed, if any, and any other pertinent information. The disciplinary

record shall be separate from the student's academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with Collin College's records retention schedule (i.e., three [3] years from the end of the academic calendar year of the most recent alleged incident) or other applicable law (e.g., *Clery Act*). To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

## **Campus and Community Resources**

If any member of the Collin College community is a victim of dating violence, domestic violence, sexual violence, and/or stalking, there are resources on campus and in the community from which he or she may seek support. With the exception of the Collin College Dean of Students Office (DOS) and Human Resources Office (HR), contacting any of these resources is not considered an official report to Collin College of prohibited conduct.

### **On Campus Resources**

#### ACCESS Office

Provides disability services, reasonable accommodations, individual attention, and support for Collin College students who need assistance with any aspect of their campus experience (e.g., accessibility, academics, testing, and registration).

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

Phone: 972.881.5898

Website:

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

#### Counseling Services (Confidential Resource)

Provides counseling services free of charge to currently enrolled Collin College students. Counseling sessions are confidential and conducted by licensed professional counselors (LPCs).

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

Phone: 972.881.5126

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

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

#### Dean of Students Office (DOS)

Provides advocacy and support. Assists students with reporting to appropriate law enforcement agencies. Investigates complaints of prohibited conduct in which a Collin College student is the respondent.

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

Phone: 972.881.5604

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

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

#### Financial Aid/Veterans Affairs Office

Provides federal, state, and veterans financial assistance for Collin College students. Assists students with identifying and obtaining resources to support their educational pursuits.

Office Hours:

Frisco Campus – Monday and Tuesday 8:00 a.m. to 8:00 p.m., Wednesday and Thursday 8:00 a.m. to 5:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

McKinney Campus – Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Plano Campus – Monday through Thursday 8:00 a.m. to 8:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Phone Numbers:

Frisco Campus – 972.377.1760

McKinney Campus – 972.548.6760

Plano Campus – 972.881.5760

Website: <https://www.collin.edu/financialaid/>

#### Human Resources Office (HR)

Provides advocacy and support, and assists with accommodations and reporting to law enforcement for Collin College employees. HR also investigates complaints of prohibited conduct in which a Collin College employee is the respondent.

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

Phone: 972.758.3856

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

Website:

#### International Student Office

Provides visa and immigration assistance for students.

Office Hours: Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m., Wednesday 8:00 a.m. to 8:00 p.m., Friday 9:00 a.m. to 5:00 p.m.

Phone: 972.516.5012

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

Website:

<https://www.collin.edu/advising/international/index.html>

#### **Off Campus and Community Resources**

##### Center for Changing Our Campus Culture

Email: [info@changingourcampus.org](mailto:info@changingourcampus.org)

Website: <http://changingourcampus.org/>

##### Department of Defense (DoD) Safe Helpline

Phone: 877.995.5247

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

##### Domestic Abuse Hotline – Access to Legal Services

Hours: Monday through Friday 8:30 a.m. to 5:30 p.m.

Phone: 800.777.3247

##### Family Violence Legal Line

Phone: 800.374.4673

##### Hope's Door – Shelter, Family Services, and Transitional Housing

Crisis Line: 972.276.0057

Phone: 972.422.2911

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

##### Legal Aid for Survivors of Sexual Assault (LASSA)

Phone: 800.991.5153

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

##### LifePath Systems – Mental Health Services

Crisis Line: 877.422.5939

Phone: 972.562.0190

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

##### National Sexual Assault Hotline

Available 24 Hours a Day

Phone: 800.656.4673

##### Office on Violence Against Women (OVW) – Protecting Students from Sexual Assault

Phone: 202.307.6026

Website: <https://www.justice.gov/ovw/protecting-students-sexual-assault>

##### Pandora's Project – Support and Resources for All Survivors of Rape and Sexual Abuse, Including LGBTQ Survivors

Phone: 612.234.4204

Website: <http://pandys.org/index.html> and <http://pandys.org/lgbtsurvivors.html>

##### Partners in Prevention

Phone: 800.799.7233

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

##### Planned Parenthood – STI Testing and Birth Control

Phone: 800.230.7526

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

Rape, Abuse, and Incest National Network (RAINN)

Phone: 800.656.4673

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

Real Options for Women – Pregnancy and STI Testing, Counseling

Phone: 214.238.9389

Website: [www.realoptionsforwomen.com](http://www.realoptionsforwomen.com)

Texas Abuse, Neglect, and Exploitation Reporting System and Hotline

Phone: 800.252.5400

Website: [www.txabusehotline.org/Login/Default.aspx](http://www.txabusehotline.org/Login/Default.aspx)

Texas Association Against Sexual Assault (TAASA)

Phone: 512.474.7190

Website: <http://taasa.org/>

Texas Attorney General's Office Crime Victim Services

Phone: 512.463.2100

Website: <https://www.texasattorneygeneral.gov/cvs/crime-victim-services-assisting-victims-of-violent-crime>

Texas Muslim Women's Foundation

Family Violence Hotline: 972.880.4192

Phone: 877.724.5699 or 469.467.6241

Website: <http://tmwf.org/>

Texas Law Help – Texas Legal Services Center

Phone: 844.303.7233

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

The Hotline - National Domestic Violence Hotline

Available 24 Hours a Day

Phone: 800.799.7233

Website: <https://www.thehotline.org/>

The Turning Point Rape Crisis Center

24 Hour Crisis Hotline: 800.886.7273

Phone: 972.985.0951

Website: <https://www.theturningpoint.org/>

U.S. Citizenship and Immigration Services Dallas Field Office

By Appointment Only

Website: <https://www.uscis.gov/about-us/find-us-cis-office/field-offices/texas-dallas-field-office>



# Appendix A: Missing Student Contact Information Form

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## Missing Student Contact Information Form

In accordance with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092\(f\) \(Clery Act\)](#), Collin College students living in Century Court Student Housing (Century Court) located at 5800 Jupiter Road, Plano, Texas, 75074, may register one (1) or more individuals to be a missing person contact. If the student is determined to be missing by the Collin College Police Department or a local law enforcement agency, the student's missing person contact or contacts will be notified by Collin College within 24 hours of the determination.

Students' missing person contact information will be registered confidentially and accessible only to authorized Collin College officials. Additionally, this contact information will not be disclosed, except to law enforcement personnel who are authorized to access it during a missing person investigation. Students who choose to register one (1) or more individuals to be a missing person contact must complete this form. Students' completed *Missing Student Contact Information Forms* will be kept in the Dean of Students Office at the Collin Higher Education Center (CHEC).

Once you have filled out this entire form, place it in an envelope, seal the envelope, and print or type your name and College Wide ID (CWID) number on the front of the envelope. Return the sealed envelope with your completed form to the Collin College Dean of Students Office (DOS) in person at any campus.

CHEC: Room 457      CPC: Room B-336      PRC: Room F-127      SCC: Room D-128

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### Student's Information

First Name:	Middle Initial:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
9-Digit CWID Number:	Century Court Apartment Number:	Phone Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Collin College Email Address:		
<input type="text"/>		

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### First Contact's Information

First Name:	Last Name:	
<input type="text"/>	<input type="text"/>	
Phone Number:	Email Address:	
<input type="text"/>	<input type="text"/>	
Street Address:		
<input type="text"/>		
City:	State:	Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Second Contact's Information**

First Name:  Last Name:

Phone Number:  Email Address:

Street Address:

City:  State:  Zip Code:

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**Third Contact's Information**

First Name:  Last Name:

Phone Number:  Email Address:

Street Address:

City:  State:  Zip Code:

## Philosophy and Purpose Statement

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

- academic courses in the arts and sciences to transfer to senior institutions;
- programs leading to baccalaureate degrees, associate degrees, or certificates, including technical programs, designed to develop marketable skills and promote economic development;
- continuing adult education programs for academic, professional, occupational, and cultural enhancement;
- developmental education and literacy programs designed to improve the basic skills of students;
- a program of student support services including counseling and learning resources designed to assist individuals in achieving their educational and career goals;
- workforce, economic, and community development initiatives designed to meet local and statewide needs; and
- other purposes as may be directed by the Collin Board of Trustees and/or the laws of the State of Texas.

## Mission Statement

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

## Vision Statement

Delivering a brighter future for our students and communities.

## Core Values

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

