



District Dean of Students Office

Students' and Parents' Frequently Asked Questions

1. How are student disciplinary incidents reported?

Student disciplinary incidents are received by the Student Conduct Office via the [Student Incident Report](#) form.

2. What happens once a disciplinary incident is reported?

Once the completed *Student Incident Report* form is received, it will be assigned to a Student Conduct staff member or the Honor Council. The Student Conduct staff member or the Honor Council will investigate the allegation(s) and make an administrative decision in the case. No matter what the circumstances, the incident will be considered an alleged offense until a final administrative decision is reached and the disciplinary case is closed. A student found responsible for violating the [Student Code of Conduct](#) will receive an appropriate disciplinary penalty or penalties.

3. When can a grade be assigned in an alleged scholastic dishonesty case?

When a faculty member submits a *Student Incident Report* for scholastic dishonesty (i.e., cheating, collusion, and/or plagiarism), the faculty member may either:

1. Delay posting a grade for the academic work in question until the case is finally adjudicated, as defined in the *Student Code of Conduct*; or
2. Enter a temporary placeholder grade of zero (0) along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated, as defined in the *Student Code of Conduct*.

A final grade for the course will not be entered prior to a final resolution of the case. If the student is found responsible for committing scholastic dishonesty, the faculty member will determine the appropriate academic penalty based on their syllabus policies and in compliance with law, which may include, but is not limited to, a grade of zero (0) on the assignment or failing the course.

4. If a student is being disruptive in class, does a faculty member have the authority to ask the student to leave?

A faculty member has the authority to temporarily dismiss a student from class if the student engages in disruptive or inappropriate behavior in the classroom setting or interferes with the teaching and learning process. The temporary classroom dismissal will not exceed one (1) class period. If the student's behavior is so disruptive it is believed they should be dismissed from more than one (1) class period, the faculty member must submit a [Student Incident Report](#) to the District Dean of Students Office and notify the appropriate program

director, associate academic/workforce dean, and/or academic/workforce dean.

5. What happens during a notification conference?

The student disciplinary process is not intended to be adversarial in nature. Rather, the focus is on helping students learn to make responsible decisions and become aware that poor choices have consequences. At the notification conference, the Student Conduct staff member will inform the student of the allegation(s) and provide the student an opportunity to respond and submit applicable documentation or evidence for consideration by the Student Conduct staff member.

The notification conference process will be utilized for allegations involving:

1. First-time scholastic dishonesty violations and
2. Other alleged violations of the *Student Code of Conduct*.

All subsequent or repeated allegations involving scholastic dishonesty will be referred to the Collin College Honor Council.

6. Can students bring someone with them to the notification conference?

Yes. The student may appear at any disciplinary meeting(s) or appeal hearing(s) with an advisor, family member, or legal counsel (i.e., an observer). However, only the student may speak on his or her behalf. Should the student choose to appear with legal counsel, the student must notify the Student Conduct staff member no fewer than three (3) College District business days prior to the disciplinary meeting(s) or appeal hearing(s) in order for the Student Conduct staff member to also secure legal counsel.

7. Is this process the same as being criminally charged and will it result in a criminal record?

No. Filing a *Student Incident Report* does not constitute filing a criminal charge or result in a criminal record. Collin College students are members of an academic community, and as such are expected to abide by the [Student Code of Conduct](#). Collin College's student disciplinary process is an administrative process. The purpose of this process is to assist students in understanding how their behavior may have violated Collin College's standards and/or affected the entire academic community. Students found responsible for violating the *Student Code of Conduct* are not convicted of a criminal offense through the student disciplinary process. However, once a *Student Incident Report* is received, a disciplinary record will be created and maintained in the Student Conduct Office, in accordance with Collin College's records retention procedures. Student

disciplinary records are protected under the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).

8. Is it possible for an additional criminal charge to be filed?

Yes. Collin College students must adhere to all local, state, and federal laws. Depending on the circumstances, separate charges may be filed by the Collin College Police Department and/or local law enforcement.

9. What resources are available for students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting?

The [Pregnant and Parenting Students' Rights and Resources](#) document provides information about these students' rights and various resources available on campus and in the community. Students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting can also contact Collin College's liaison officer for pregnant and parenting students listed below for information and assistance.

Liaison Officer for Pregnant and Parenting Students

Amy Throop
Associate Dean Title IX Compliance
Technical Campus Suite A004/A006
972.599.3126
athroop@collin.edu

10. What should students do if they have a complaint?

Students should contact the appropriate department or office in order to file a complaint.

Students should attempt to resolve a complaint regarding a faculty member's performance with the faculty member. If the situation cannot be resolved at that level, the student should be directed to contact the appropriate program director, associate academic/workforce dean, or academic/workforce dean.

Students should attempt to resolve a complaint regarding a staff member's performance with the staff member. If the situation cannot be resolved at that level, the student should be directed to contact the staff member's immediate supervisor.

Students should seek to settle dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be settled in this way, students should consult the appropriate program director, associate academic/workforce dean, or academic/workforce dean. If the issue remains unresolved, the student may appeal to the Grade Appeals Board (GAB). Additional information on the grade appeal process and GAB can be found [here](#).

Students who wish to file a complaint regarding hazing should submit the [Student Incident Report](#) form.

Students who wish to file a complaint regarding discrimination, harassment, or retaliation committed by another student should submit the [Student Incident Report](#) form.

Students who wish to file a complaint regarding discrimination, harassment, or retaliation committed by a Collin College faculty

or staff member should submit the [Student Complaint Against an Employee Form](#).

Students who wish to file a complaint regarding dating violence, domestic violence, gender-based harassment, sex discrimination, sexual assault, sexual harassment, stalking, or retaliation arising from a complaint of sex discrimination or sexual harassment should submit the [Title IX Formal Complaint Form](#) or contact the appropriate Title IX coordinator or deputy Title IX coordinator listed below.

Title IX Coordinator for Students

Terrence Brennan
District Dean of Students
Frisco Campus Room F144B
972.881.5604
tbrennan@collin.edu

Deputy Title IX Coordinator for Students

Amy Throop
Associate Dean Title IX Compliance
Technical Campus Suite A004/A006
972.599.3126
athroop@collin.edu

Title IX Coordinator for Employees

Vacant

Deputy Title IX Coordinator for Employees

Tonya Jacobson
Manager Employee Relations
Collin Higher Education Center Suite 339
972.758.3856
tjacobson@collin.edu

11. How can parents help?

Parents can discuss the importance of making sound choices, clearly state their expectations, and be role models for appropriate conflict resolution. Parents should define clear and consistent boundaries with their students while also keeping the lines of communication open. Be willing to discuss difficult topics such as drug and alcohol abuse, relationship issues, consent to sexual activity, and sexual assault. Additionally, parents should become familiar with the [Student Code of Conduct](#), the student disciplinary process, and the various resources available both on and off campus.

Contact Information

Phone: 972.881.5604
Email: dos@collin.edu
Website: www.collin.edu/studentresources/deanofstudents/

Campus Office Locations:

Celina Campus, Suite 103
Farmersville Campus, Room 127G
Frisco Campus, Suite F109
McKinney Campus, Suite W200
Plano Campus, Suite D134
Technical Campus, Suite A004
Wylie Campus, Campus Commons Suite CC215