



Fall 2026

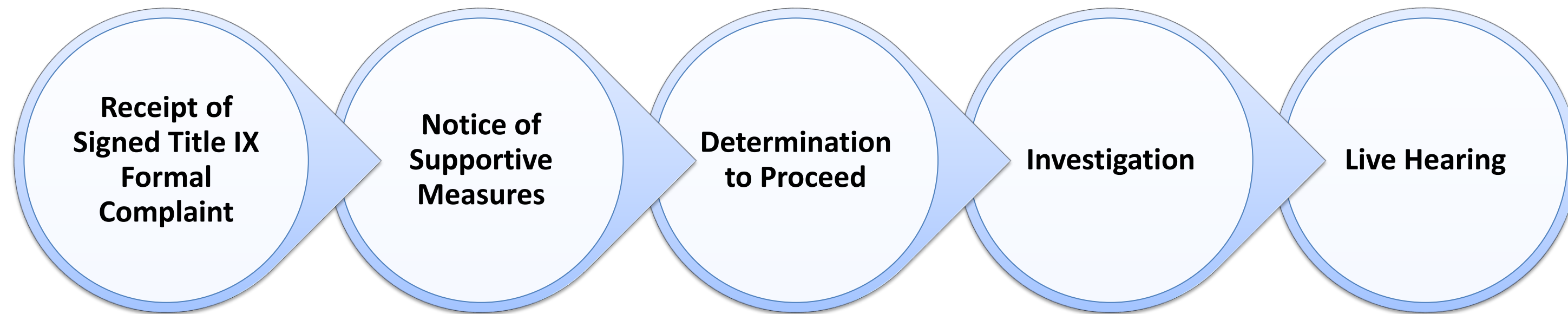
Title IX Training

Live Hearing Officers

Agenda

- **Review Role and Responsibilities**
- **2020 Title IX Final Rule: Live Hearing Procedures**
- **Review Documents**
- **Discuss Common Pitfalls**
- **Q&A**

How Do We Get to the Live Hearing?



Anticipated Timeframe

- Collin College will endeavor to expedite all formal complaint investigations and resolutions.
- Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for Collin College to delay its investigation, the Formal Resolution Process should be completed within a reasonably prompt time frame.
- Collin College may temporarily delay or grant a limited extension of the time frame for good cause as long as both parties are notified in writing of the delay or extension and the reason(s) for the action.
- The anticipated time frame from receipt of the formal complaint through the investigation and Live Hearing phases, culminating with the Live Hearing Officer's Written Determination of Responsibility, is **60 College District business days**.

Assigning a Live Hearing Officer to the Case

- Title IX Coordinators, Deputy Title IX Coordinators, Informal Resolution Facilitators, Investigators, Removal Challenge Officers, Live Hearing Advisors, and Appeal Decision Makers cannot serve as Live Hearing Officers.
- Collin College maintains a pool of trained Live Hearing Officers.
- When a Live Hearing Officer is needed to serve on a case, a call will be sent by the Title IX Coordinator, Deputy Title IX Coordinator, or designee to the entire pool through Collin College email.
- The Title IX Coordinator, Deputy Title IX Coordinator, or designee will assign a Live Hearing Officer from the individuals who respond stating they are available.
- Please respond to **all** call to serve emails **as soon as possible**.

Live Hearing Officer's Role

- The Investigation will be followed by a Live Hearing.
- The Live Hearing Officer serves as the first decision maker in the Title IX Formal Complaint Resolution Process.
- The Live Hearing Officer will deliberate on the evidence, determine responsibility, and compose a Written Determination of Responsibility.
- The Live Hearing Officer **must** be free from conflicts of interest or bias for or against the parties.
- The Live Hearing Officer must conduct a **prompt, fair, impartial, unbiased, and equitable** process from the Live Hearing to the submission of the Written Determination of Responsibility.

Notifying the Parties of the Live Hearing

- The appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will notify the parties, their respective Live Hearing Advisors, the Investigators, the Live Hearing Officer, and any Witnesses in writing of the date, time, and place of the Live Hearing.
- If a party needs to postpone the Live Hearing due to unavoidable circumstances, the party must contact the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee **no later than three (3) College District business days** prior to the Live Hearing.
- It is at the sole discretion of the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee to postpone the Live Hearing for good cause as long as all parties involved are notified of the new date, time, and location.

Notifying the Parties of the Live Hearing (Cont.)

- If a party does not contact the appropriate Title IX coordinator, deputy Title IX coordinator, or designee by the stated deadline and does not appear for the Live Hearing, the Live Hearing Officer retains the right to proceed with the Live Hearing and render a determination of responsibility in the party's absence.
- The Live Hearing will be rescheduled due to unavoidable circumstances **no more than two (2) times**.

Before the Live Hearing

- Prior to the Live Hearing the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will send the following items to the Live Hearing Officer via Collin College email:
 1. The final Investigation Report,
 2. A link to all information and evidence that is directly related to the allegation(s),
 3. The Live Hearing Procedures document,
 4. The Title IX Complaint Resolution Process Potential Penalties and Remedies Handout,
 5. The Written Determination of Responsibility template, and
 6. The Appeal Request Form template.
- The Live Hearing Officer **must** review all information and evidence provided **prior** to the Live Hearing.

Pre-Live Hearing Meeting

- If either the Complainant and/or Respondent request it, the Live Hearing Officer can meet with each party and their Live Hearing Advisor separately prior to the Live Hearing.
- The purpose of this meeting is to allow the Live Hearing Officer to:
 - Review the cross-examination questions each party would like to ask during the Live Hearing,
 - Determine the relevancy of the proposed questions, and
 - Respond with an appropriate rationale if a question is denied.
- These meetings must be done in a timely manner so that each party has an opportunity to evaluate the Live Hearing Officer's response and generate new questions, if necessary.

Live Hearing Advisor's Role During the Live Hearing

- The Live Hearing Advisor's **sole purpose** is to conduct **cross-examination** for their party during the Live Hearing.
- The Live Hearing Advisor **should**:
 - Consult with, discuss, and address issues of concern with their party, as needed.
 - Offer support to their party.
- The Live Hearing Advisor **should not**:
 - Speak on their party's behalf.
 - Participate in any portion of the Live Hearing other than cross-examination.
 - Delay, disrupt, or interfere with the proceedings.

Live Hearing Advisor's Role During the Live Hearing (Cont.)

- **If a Live Hearing Advisor does not abide by the restrictions on their participation, the Live Hearing Officer should remind them of their role.**
- **If a Live Hearing Advisor continues to be disruptive, the Live Hearing Officer should stop the proceedings and consult with the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee regarding how to proceed.**
- **Collin College reserves the right to take appropriate action regarding any Live Hearing Advisor who disrupts the process or does not abide by the restrictions on their participation.**

Live Hearing Procedures

- The Live Hearing Officer will conduct the Live Hearing on the specified date and time.
- The Live Hearing will be conducted in a designated room at the appropriate Collin College campus, another location designated by Collin College, and/or via Zoom or other web conferencing software approved by Collin College.
- When Live Hearings are held via Zoom or other web conferencing software approved by Collin College, all participants are required to have their cameras on while speaking.
- The Live Hearing Officer **must** record the Live Hearing.
 - This will be done using the recording function in Zoom or other web conferencing software approved by Collin College so there will be both an audio and video recording of the Live Hearing.

Live Hearing Procedures (Cont.)

- **The Live Hearing will generally proceed as follows:**
 1. Live Hearing Officer's Opening Remarks (No More Than 10 Minutes)
 2. Investigators' Review of the Investigation (No More Than 10 Minutes)
 3. Complainant's Statement (No More Than 20 Minutes)
 4. Respondent's Statement (No More Than 20 Minutes)
 5. Complainant's Rebuttal (No More Than 10 Minutes)
 6. Respondent's Rebuttal (No More Than 10 Minutes)
 7. Live Hearing Officer Questions the Complainant and Respondent (No More Than 20 Minutes Per Party)
 8. Witness Statements and Cross-Examination of the Parties and Witnesses (No More Than 20 Minutes for Each Party and Witness)
 9. Complainant's Closing Statement (No More Than 5 Minutes)
 10. Respondent's Closing Statement (No More Than 5 Minutes)
 11. Live Hearing Officer Concludes the Live Hearing (No More Than 5 Minutes)

Opening Remarks

1. Prior to starting the Live Hearing, move the Witnesses for the Complainant into one (1) breakout room and the Witnesses for the Respondent into a separate breakout room. The Witnesses should only be in the main room while they are providing their statements and undergoing cross-examination during the “Witness Statements and Cross-Examination of the Parties and Witnesses” portion of the Live Hearing.
2. Inform all parties that the Live Hearing will be audio/video recorded and start the Zoom recording.

This Live Hearing is being **audio and video recorded via Zoom**. I will make the recording available to the parties and your respective Live Hearing Advisors for inspection and review after the conclusion of the Live Hearing. Any other audio, electronic, digital media, recording, telecommunication, video, and/or wearable devices not previously approved by me must be completely turned off (not in silent or vibrate mode) during the Live Hearing.

Introductions

3. Introduce yourself and state the following.

Today is **DAY OF THE WEEK, MONTH DATE, YEAR**, and the time is **TIME AM/PM**. This Live Hearing is being held at the **CAMPUS** via Zoom with the parties located in separate rooms. The purpose of this Live Hearing is to hear from the Complainant, Respondent, their respective Live Hearing Advisors, and Witnesses regarding the formal Title IX complaint of **TITLE OF PROHIBITED CONDUCT** submitted on **DAY OF THE WEEK, MONTH DATE, YEAR**, by **COMPLAINANT'S NAME**.

4. Greet the Complainant, Respondent, and their respective Live Hearing Advisors.

5. Have everyone present for the Live Hearing introduce themselves.

Parties' Rights

6. Remind the parties of their rights. Read the following **verbatim**.

In accordance with federal Title IX regulations, you have the following rights:

1. The right to a prompt, fair, impartial, unbiased, and equitable process from the beginning of the live hearing to the submission of the Live Hearing Officer's Written Determination of Responsibility.
2. The right to inspect and review any evidence obtained as part of the investigation that is directly related to the allegation(s).
3. The right to be assisted by an advisor of your choosing, who may be, but is not required to be, an attorney, during the formal complaint process. Please note that Collin College is only required to provide an advisor during the Live Hearing phase of the formal complaint process. If a party is unable to obtain an advisor for the live hearing, Collin College will provide one (1) free of charge for the purpose of conducting cross-examination for the party. The appropriate Title IX coordinator or designee will assign an appropriate Live Hearing Advisor to the party for the Live Hearing.
4. The right to be informed in writing of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time to prepare to participate.
5. The right to be informed that the Respondent is presumed not responsible until the conclusion of the formal complaint process when a determination is made.
6. The right to voluntarily participate in an informal resolution process. Both parties must provide their voluntary consent in writing to participate in an informal resolution process. Informal resolution is prohibited in any case where an employee is accused of engaging in prohibited conduct against a student. Collin College will not require the parties to waive their rights to a formal process and agree to informal resolution as a condition of enrollment or employment.
7. The right to request separate rooms and the use of appropriate technology so the hearing officer, the parties, and their respective advisors can simultaneously see and hear all questions.
8. The right to refuse to submit to cross-examination. A party or witness may refuse to submit to cross-examination during a live hearing. If a party or witness does not submit to cross-examination during a live hearing, that individual's statements may be relied on by the hearing officer in reaching a determination regarding responsibility. Collin College is not permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.
9. The right to inspect and review the audio recording, video recording, or transcript of the Live Hearing that will be made available to the parties and their respective advisors after the conclusion of the Live Hearing.

Allegation(s) and Penalties

7. Read the description of the allegation(s).
8. State the following:

As the Live Hearing Officer, I will serve as the first decision-maker in the formal Title IX Formal Resolution Process. After the Live Hearing, I will deliberate on the evidence provided and determine responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred). If appropriate, I will impose a proportionate penalty or penalties on the Respondent and implement potential remedies for the Complainant. Additionally, I will compose a Written Determination of Responsibility detailing my decision. I will send this document simultaneously to both parties and your respective Live Hearing Advisors in electronic format or hard copy along with information about how to file an appeal within 10 College District business days of the Live Hearing.

9. Read the range of penalties that may be imposed on the Respondent and the range of potential remedies that may be provided to the Complainant.

Investigators' Review of the Investigation

- **The Investigators will present a summary of the investigation, including, but not limited to, information regarding important dates, timelines, a summary of all interviews, and a description of other evidence received.**
- **The Live Hearing Officer asks the Investigators any relevant questions regarding the investigation.**
- **After the Investigators have presented their summary of the investigation, they will remain in the main room for the duration of the Live Hearing.**
- **The Live Hearing Officer may ask the Investigators to answer questions and/or provide clarification regarding the investigation at any point during the Live Hearing.**

Statements, Rebuttal, and Questions

- **Complainant's Statement (No More Than 20 Minutes)**
 - The Complainant presents their statement and evidence.
- **Respondent's Statement (No More Than 20 Minutes)**
 - The Respondent presents their statement and evidence.
- **Complainant's Rebuttal (No More than 10 Minutes)**
 - The Complainant presents their rebuttal statement and evidence.
- **Respondent's Rebuttal (No More Than 10 Minutes)**
 - The Respondent presents their rebuttal statement and evidence.
- **Live Hearing Officer Questions the Complainant and Respondent (No More Than 20 Minutes Per Party)**
 - The Live Hearing Officer asks the Complainant and Respondent any relevant questions and follow-up questions, including those bearing on credibility.

Witnesses

- The Complainant and Respondent **cannot** speak to the Witnesses at any time during the Live Hearing.
- The Live Hearing Officer will call each Witness one (1) at a time to give their statement.
- The Live Hearing Officer will ask each Witness relevant questions and follow-up questions, including those bearing on credibility.
- The Live Hearing Officer will permit each party's Live Hearing Advisor to ask each Witness any relevant questions and follow-up questions, including those bearing on credibility.
- The Live Hearing Officer will dismiss each Witness after they have given their statement and answered any questions.

Cross-Examination of the Parties

- The Complainant and Respondent **cannot** speak to each other at any time during the Live Hearing.
- All cross-examination will be conducted **only** by the Complainant's Live Hearing Advisor and the Respondent's Live Hearing Advisor, respectively.
- Cross-examination will be conducted directly, orally, and in real time by the parties' respective Live Hearing Advisors and **never** by the parties personally.
- Live Hearing Advisors' roles will not be limited when cross-examination is permitted during the Live Hearing.

Cross-Examination of the Parties (Cont.)

- **The Live Hearing Officer will permit each party's Live Hearing Advisor to ask the other party any relevant questions and follow-up questions, including those bearing on credibility.**
- **The Live Hearing Officer has the responsibility to determine the relevancy of questions and explain in real time any decision not to permit a question.**
- **Questions and evidence concerning a Complainant's sexual predisposition or prior sexual behavior are irrelevant and not permitted, unless these questions are offered to prove that someone other than the Respondent committed the alleged misconduct or to prove consent.**

Refusal to Submit to Cross-Examination

- **A Complainant, Respondent, or Witness may refuse to submit to cross-examination during the Live Hearing.**
- **If a Complainant, Respondent, or Witness does not submit to cross-examination, that individual's statement(s) (i.e., the information obtained during the Investigation) may still be relied on by the Live Hearing Officer in reaching a determination regarding responsibility.**
- **Collin College is not permitted to draw an adverse inference based on the mere fact that an individual refused to submit to cross-examination.**

Closing Statements and Conclusion of the Live Hearing

- **The Complainant presents their closing statement. (No More Than 5 Minutes)**
- **The Respondent presents their closing statement. (No More Than 5 Minutes)**
- **The Live Hearing Officer concludes the Live Hearing and dismisses both parties and their respective Live Hearing Advisors. (No More Than 5 Minutes)**

After the Live Hearing

- The Live Hearing Officer will send an email to the Complainant, Respondent, and their respective Live Hearing Advisors containing the link(s) to the audio recording, video recording, and/or transcript of the Live Hearing.
- The Live Hearing Officer will deliberate on the evidence provided and determine responsibility.
 - Collin College uses the **preponderance of the evidence standard (i.e., more likely than not to have occurred)**.
 - Think of this as “50% plus a feather.”
 - It is critically important that the Live Hearing Officer **does not** use a higher standard of evidence when determining responsibility.

Relevant Evidence

- When determining responsibility, the Live Hearing Officer must consider all information and evidence that is **relevant** to the allegation(s).
- **Inculpatory Evidence:** Evidence that can establish an individual's involvement in an act or their guilt.
- **Exculpatory Evidence:** Evidence that can exonerate an individual.
- **For example, in a murder case:**
 - Evidence of a prior dispute between the defendant and a next-door neighbor (unrelated to the murder) is not relevant to the case.
 - Evidence of a prior dispute between the defendant and the victim is relevant to the case because it may be related to the motive for the murder.

Determining Credibility

- The Live Hearing Officer must determine the credibility of the evidence as well as the credibility of each party and witness.
- Credibility refers to the process of weighing the accuracy and veracity of evidence.
- Credibility and honesty are **not** the same.
 - Stating that evidence is not credible does not mean you are saying someone is lying.
 - Rather, you are evaluating the source, content, and plausibility of the information and evidence provided.
- Credibility gives weight to the evidence and provides support for the Live Hearing Officer's determination.

Credible Evidence

- Credible evidence **must** be used to determine responsibility.
- Credibility determinations **may not** be based on a person's status as a Complainant, Respondent, or Witness.
- **When determining credibility:**
 - Evaluate the source, content, and plausibility of the evidence and information offered in light of other evidence.
 - If the source, content, and plausibility are strong, credibility is strong.
 - The best way to establish credibility is through corroboration (i.e., sufficient, independent evidence that supports the facts at issue).
 - Look for subtle biases of which the parties and witnesses may not be aware (e.g., victim-blaming, defensiveness, fear of getting in trouble).
 - First-hand information, especially direct knowledge or observation of the alleged incident(s), is best.

Credibility Factors

- **Factors to consider:**
 - Is the testimony/evidence believable? Does it make sense?
 - Are there inconsistencies and contradictions in the testimony/evidence?
 - Did the person seem to be telling the truth? Did the person have a reason to lie?
 - Is there other evidence that supports the testimony?
- **Remember: A responsible determination can be reached when the **evidence** is **credible** and **sufficient** even if there were no witnesses to the alleged incident(s).**

Determining Responsibility

- **Must consider Collin College's jurisdiction:**
 - Occurred while participating in or attempting to participate in Collin College's education program or activity, and/or
 - Impacted a person in the United States
- **The alleged conduct must be so **severe, pervasive, and objectively offensive** that it limits or denies a party's ability to participate in or benefit from Collin College's educational program or activity.**
- **Collin College's education program or activity includes:**
 - Locations, events, or circumstances over which the institution exercises substantial control over **both** the Respondent and the context in which the prohibited conduct occurred.
 - Any building owned or controlled by a student organization that is officially recognized by Collin College.

Determining Responsibility (Cont.)

- Quid pro quo sexual harassment, Clery Act, and VAWA offenses (i.e., dating violence, domestic violence, sexual assault, and stalking) are **not** evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access because prohibiting such conduct presents no First Amendment concerns and such serious misconduct causes denial of equal educational access.
- If the allegation does not rise to the level of a Title IX violation, but Live Hearing Officer thinks it still should be addressed through another Collin College process, they can refer it to the appropriate process (e.g., Employee Complaint Process, General Complaint Process, Student Disciplinary Process).

Potential Penalties: Student Respondent

- The Live Hearing Officer may impose the following penalties on a **Student Respondent** or other penalties, as appropriate:
 - Reprimand
 - Restitution
 - Educational Project Experience (EPE)
 - Conditional Probation for One (1) Calendar Year, Two (2) Calendar Years, or Three (3) Calendar Years
 - Suspension for One (1) Regular Long Semester (i.e., Fall or Spring), One (1) Calendar Year, Two (2) Calendar Years, Three (3) Calendar Years, or Four (4) Calendar Years
 - Recommendation for Expulsion (Note: The Appeal Decision Maker can recommend Expulsion. However, the College District President or designee is the only entity at Collin College who can actually expel a student.)

Potential Penalties: Employee Respondent

- The Live Hearing Officer may impose the following penalties on an **Employee Respondent** or other penalties, as appropriate:
 - Coaching and Counseling
 - Written Disciplinary Action
 - Unpaid Administrative Leave
 - Recommendation for Termination (Note: The Appeal Decision Maker can recommend Termination. However, the College District President or designee is the only entity at Collin College who can actually terminate an employee.)

Potential Remedies

- If the Live Hearing Officer determines the Respondent committed prohibited conduct, Collin College **must** effectively implement remedies for the Complainant.
- Remedies are designed to restore or preserve the Complainant's right to equal access to education.
- The Live Hearing Officer has flexibility to recommend remedies they think will best address each incident of prohibited conduct and meet each Complainant's needs.
- The appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee is responsible for ensuring the effective implementation of any remedies.

Potential Remedies: Student Complainant

- Potential remedies the Live Hearing Officer can offer to a **Student Complainant** include, but are not limited to:

1. Campus Change
2. Class Schedule Change
3. Drop a Course Without an Academic Penalty
4. Increased Security and Staff Monitoring of Certain Areas of the Campus
5. Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court
6. Late Withdrawal from a Course
7. No-Contact Directive Issued by Collin College
8. Referral to Appropriate Medical Facility
9. Referral to Appropriate Off-Campus Resources
10. Referral to Collin College Police Department and/or Local Law Enforcement Agency
11. Referral to Counseling Services and/or TimelyCare
12. Specific Educational Programming for an Individual or Group
13. Student Employment Assignment Change
14. Student Housing Change (If Residing in Collin College Student Housing)

Potential Remedies: Employee Complainant

- Potential remedies the Live Hearing Officer can offer to an **Employee Complainant** include, but are not limited to:

1. Increased Security and Staff Monitoring of Certain Areas of the Campus
2. Information Regarding and Referrals to the Appropriate Agency for a No-Contact Order, Order of Protection, Restraining Order, or Similar Lawful Order through a Civil, Criminal, or Tribal Court
3. No-Contact Directive Issued by Collin College
4. Referral to Appropriate Medical Facility
5. Referral to Appropriate Off-Campus Resources
6. Referral to Collin College Police Department and/or Local Law Enforcement Agency
7. Referral to Employee Assistance Program (EAP) and/or TimelyCare
8. Specific Educational Programming for an Individual or Group
9. Work Schedule Reassignment

Written Determination

- The Live Hearing Officer will compose the Written Determination of Responsibility which will:
 1. Identify the allegation(s) at issue;
 2. Describe the procedural steps taken throughout the case;
 3. Detail the findings of fact supporting the Live Hearing Officer's determination;
 4. Enumerate the conclusions regarding application of Collin College's Title IX policy;
 5. Contain a **detailed** statement and **rationale** as to the determination for **each allegation**;
 6. Clearly state any **disciplinary sanctions** being imposed (or recommended in the case of expulsion of a student or termination of an employee) on the Respondent **and** any **remedies** that must be provided to the Complainant; and
 7. Describe the procedures and permissible grounds for appeal.

Reviewing the Written Determination

- The Live Hearing Officer will send the completed Written Determination of Responsibility to the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee for review.
- The appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will ensure the required information has been completed on the Written Determination of Responsibility.
 - The appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee **will not** alter the Live Hearing Officer's determination.
 - However, if information is missing or incorrect, the appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will work with the Live Hearing Officer to complete or correct the information.

Sending the Written Determination

- Make sure the appeal deadline is filled in on **both** the Written Determination of Responsibility and the Appeal Request Form.
 - This deadline will be **4:30 p.m.** on the **tenth College District business day** after the date you send the documents to the parties.
- The Live Hearing Officer or appropriate Title IX Coordinator, Deputy Title IX Coordinator, or designee will send the following documents to the parties and their respective Live Hearing Advisors **simultaneously** in electronic format or hard copy within **10 College District business days** of the Live Hearing:
 - Written Determination of Responsibility
 - Appeal Request Form
 - Any Other Applicable Forms or Documents (e.g., Permanent No-Contact Directive Acknowledgment Form)

Calculating “College District Business Days”

- **College District business days exclude:**
 1. Weekends (i.e., Saturdays and Sundays)
 2. National holidays recognized by Collin College
 3. College District closures
- **Do not count the day you send the documents.**
- **Examples:**
 1. If you send the documents on **Monday, October 5, 2026**, the parties will have until **4:30 p.m. on Monday, October 19, 2026**, to submit an appeal.
 2. If you send the documents on **Tuesday, December 22, 2026**, the parties will have until **4:30 p.m. on Thursday, January 14, 2027**, to submit an appeal due to the Winter Break.

Appealing the Determination

- Either the Complainant or Respondent may appeal the Live Hearing Officer's determination.
- The appealing party must submit the completed Appeal Request Form within **10 College District business days** of the Live Hearing Officer's determination.
- The **only** grounds for an appeal allowed under Title IX are:
 - **Procedural irregularity** that affected the outcome,
 - **New evidence** not reasonably available prior to the Live Hearing that could affect the outcome, and/or
 - **Conflict of interest or bias** by Collin College's participants that affected the outcome.

Written Determination Final

- **The Written Determination of Responsibility will become final when:**
 - The stated time period to file an appeal has passed for both parties and neither party appeals, or
 - The parties are notified that the Live Hearing Officer's determination was upheld after the appeal process has been exhausted for both parties.
- **The Live Hearing Officer's obligation ends once the Written Determination of Responsibility becomes final or the Appeal phase is initiated.**

Title IX Coordinators

Title IX Coordinator for Students

Terrence Brennan
District Dean of Students
Collin Higher Education Center
3452 Spur 399
Suite 406
McKinney, TX 75069
[972.881.5734](tel:972.881.5734)
tbrennan@collin.edu

Title IX Coordinator for Employees

Dr. Allison Venuto
Chief Human Resources Officer
Collin Higher Education Center
3452 Spur 399
Suite 339
McKinney, TX 75069
[972.881.5826](tel:972.881.5826)
avenuto@collin.edu

Deputy Title IX Coordinator for Students

Amy Throop
Associate Dean Title IX Compliance
Technical Campus
2550 Bending Branch Way
Suite A004/A006
Allen, TX 75013
[972.599.3126](tel:972.599.3126)
athroop@collin.edu

Deputy Title IX Coordinator for Employees

Tonya Jacobson
Manager Employee Relations
Collin Higher Education Center
3452 Spur 399
Suite 339
McKinney, TX 75069
[972.758.3856](tel:972.758.3856)
tjacobson@collin.edu