



Student  
**HANDBOOK**  
2013-2014



# Collin College CORE VALUES

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

The Core Values have been defined by the Board of Trustees,  
District President, students, faculty, staff, and administrators of Collin College.

COLLIN COLLEGE

# *Student Handbook*

2013-2014

name:

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address:

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phone:

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email:

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campus:

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[collin.edu](http://collin.edu)

## **Collin College**

### **Campus Legend**

Allen Center, Allen, TX – **AL**

Central Park Campus, McKinney, TX – **CPC**

Collin Higher Education Center, McKinney, TX – **CHEC**

Courtyard Center, Plano, TX – **CYC**

Preston Ridge Campus, Frisco, TX – **PRC**

Rockwall Center, Rockwall, TX – **RW**

Spring Creek Campus, Plano, TX – **SCC**

# 2013-2014 Student Handbook

Collin College

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## *Fall Class Schedule*

<b>subject</b>	<b>instructor</b>	<b>office</b>	<b>telephone</b>

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

## Spring Class Schedule

subject	instructor	office	telephone

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

## *Directory*

### **Allen Center**

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General Information ..... 972.377.1060

### **Central Park Campus**

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#### **Student Services**

Academic Advising ..... 972.548.6782  
ACCESS ..... 972.548.6816  
Admissions and Records ..... 972.548.6710  
Bookstore ..... 972.548.6680  
Career Services ..... 972.548.6747  
Center for Academic Assistance ..... 972.548.6505  
Collin College Police Department ..... 972.578.5555  
Cooperative Work Experience: Co-ops/Internships ..... 972.377.1594  
Counseling Services – Personal ..... 972.548.6615  
eCollin Support Center ..... 972.881.5870  
Financial Aid/Veterans Affairs ..... 972.548.6760  
Fitness Center ..... 972.548.6891  
Global EDGE Tech Prep ..... 972.548.6725  
Information Center ..... 972.548.6790  
Library ..... 972.548.6860  
Math Lab ..... 972.548.6896  
Maximizing Academic Progress Program (MAPP) ..... 972.548.6782  
Student Computer Lab (SCL) ..... 972.548.6877  
Student Development Center ..... 972.548.6770  
Student Life ..... 972.548.6788  
Student Technical Support 24/7 ..... 972.377.1777  
Testing Center ..... 972.548.6849  
Transfer Programs ..... 972.985.3734  
Writing Center ..... 972.548.6857

#### **Administrative Departments**

Associate Faculty Office ..... 972.548.6830  
Cashier's Office ..... 972.548.6616  
Collaborative Instruction Center ..... 972.548.6830  
CPC Dean of Academic Affairs ..... 214.491.6270  
Dean of Student Development Office ..... 972.377.1595  
eLearning ..... 972.881.5687

Facilities Scheduling Coordinator .....	972.377.1743
Plant Operations .....	972.548.6690
Texas Success Initiative (TSI) Information.....	972.548.6773
Vice President/Provost Office .....	972.548.6800

## **Divisions**

Business and Computer Systems.....	972.377.1731
Communication and Humanities .....	214.491.6270
Developmental Education .....	972.881.5720
Engineering and Technology .....	972.377.1705
Fine Arts.....	972.881.5107
Health Sciences .....	972.548.6679
Mathematics and Natural Sciences.....	214.491.6270
Social and Behavioral Sciences.....	214.491.6270

## ***Collin Higher Education Center***

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### **Student Services**

Collin College Police Department.....	972.578.5555
<i>Cougar News</i> (Online College Newspaper) .....	972.758.3845
Information Center .....	972.599.3100
Transfer Programs .....	972.985.3734

### **Administrative Departments**

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

### **Collin Higher Education Center Four-year University Representatives**

Texas A&M University-Commerce.....	972.599.3122
Texas Woman's University.....	972.599.3124
The University of Texas at Dallas .....	972.599.3123
University of North Texas .....	972.599.3126

## ***Courtyard Center***

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### **Student Services**

Admissions and Records .....	972.985.3721
Bookstore .....	972.985.3710
Collin College Police Department .....	972.578.5555
Registration .....	972.985.3790

### **Administrative Departments**

Cashier's Office .....	972.985.3724
Plant Operations .....	972.985.3777
Texas Success Initiative (TSI) Information .....	972.548.6773

### **Divisions**

Continuing Education .....	972.985.3750
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## ***Preston Ridge Campus***

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### **Student Services**

Academic Advising .....	972.377.1779
ACCESS .....	972.377.1785
Admissions and Records .....	972.377.1710
Bookstore .....	972.377.1680
Career Services .....	972.377.1781
Collin College Police Department .....	972.578.5555
Cooperative Work Experience: Co-ops/Internships .....	972.377.1594
Counseling Services – Personal .....	972.377.1671
eCollin Support Center .....	972.881.5870
Financial Aid/Veterans Affairs .....	972.377.1760
Fitness Center .....	972.377.1758
Information Center .....	972.377.1790
Library .....	972.377.1560
Math Lab .....	972.377.1639
Maximizing Academic Progress Program (MAPP) .....	972.377.1779
Student Computer Lab (SCL) .....	972.377.1565
Student Life .....	972.377.1788
Student Technical Support 24/7 .....	972.377.1777
Testing Center .....	972.377.1522
Transfer Programs .....	972.985.3734
Writing Center .....	972.377.1576

## **Administrative Departments**

Cashier's Office .....	972.377.1638
Dean of Student Development Office.....	972.881.5902
eLearning .....	972.881.5687
Facilities Scheduling Coordinator .....	972.377.1743
Instruction Office - D Building (D158) .....	972.377.1554
Instruction Office - Founders Hall (F243) .....	972.377.1506
Instruction Office - J Building (J240).....	972.377.1064
Instruction Office - L Building (L225) .....	972.377.1585
Instruction Office - University Hall (U111) .....	972.377.1585
Plant Operations .....	972.377.1690
Texas Success Initiative (TSI) Information.....	972.548.6773
Vice President/Provost Office .....	972.377.1550

## **Divisions**

Business and Computer Systems.....	972.377.1732
Communication, Humanities, Social and Behavior Sciences ...	972.377.1016
Developmental Education .....	972.377.1585
Fine Arts.....	972.377.1585
Science, Technology, Engineering, and Mathematics .....	972.377.1705

## **Rockwall Center**

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General Information .....	214.771.4573
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## **Spring Creek Campus**

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### **Student Services**

Academic Advising .....	972.881.5782
ACCESS.....	972.881.5898
Admissions and Records.....	972.881.5710
<u>THE ARTS</u> gallery .....	972.881.5873
Bookstore .....	972.881.5680
Career Services .....	972.881.5781
Center for Scholarly and Civic Engagement (CSCE) .....	972.881.5927
Child Development Lab School .....	972.881.5945
Collin College Police Department.....	972.578.5555
Cooperative Work Experience: Co-ops/Internships .....	972.377.1594
Counseling Services - Personal.....	972.881.5126
eCollin Support Center .....	972.881.5870
Financial Aid/Veterans Affairs .....	972.881.5760
Fitness Center .....	972.881.5848
Food Services .....	972.881.5949

Honors Institute .....	972.881.5120
Information Center .....	972.881.5790
International Student Office .....	972.516.5012
Library .....	972.881.5860
Math Lab .....	972.881.5921
Maximizing Academic Progress Program (MAPP).....	972.881.5854
Recruitment and Programs for New Students .....	972.516.5047
Service Learning.....	972.881.5927
Student Computer Lab (SCL).....	972.881.5966
Student Development Center.....	972.881.5604
Student Life .....	972.881.5788
Student Technical Support 24/7 .....	972.377.1777
Testing Center .....	972.881.5922
Transfer Programs .....	972.985.3734
Tutoring.....	972.881.5128
Wellness Center .....	972.881.5777
Writing Center.....	972.881.5843

## **Administrative Departments**

Cashier's Office .....	972.881.5634
Dean of Student Development Office.....	972.881.5604
eLearning .....	972.881.5687
Facilities Scheduling Coordinator .....	972.881.5606
Instruction Office (B103) .....	972.516.5090
Instruction Office (K237) .....	972.881.5759
Plant Operations .....	972.881.5690
Texas Success Initiative (TSI) Information.....	972.548.6773
Vice President/Provost Office .....	972.881.5770

## **Divisions**

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

## College Terminology

**AA:** Abbreviation for the Associate of Arts degree.

**AAS:** Abbreviation for the Associate of Applied Science degree.

**AAT:** Abbreviation for the Associate of Arts in Teaching degree.

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

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

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

**Academic Good Standing:** Indicates a student has earned a cumulative GPA of a 2.0 or higher.

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

**Academic Progress:** Indicates that a student has earned a term GPA of at least a 2.0.

**Academic Suspension:** Occurs when a student on Academic Probation does not make Academic Progress. Academic Suspension restricts a student from enrolling in academic course work for one (1) academic year prior to re-enrolling.

**Academic Warning:** Academic status a student is placed on the semester immediately following a drop in their cumulative GPA to below a 2.0.

**Add:** To enroll in an additional course after original registration.

**Administrators:** The college district president, senior vice president, vice presidents, associate vice presidents, deans, associate deans, and certain directors. For a complete list of administrators, please contact human resources.

**Advanced Placement (AP):** A student may earn college credit by enrolling in certain advanced high school courses and obtaining a specific score on standardized tests.

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

**Articulation:** Transferring credit for courses and/or programs from one institution of higher education to another without misinterpretation.

**AS:** Abbreviation for the Associate of Science degree.

**Assessment:** A method to determine preparation for college-level course work.

**Attempted Hours:** The total number of credit hours attempted includes all developmental education and/or college-level courses a student enrolls in during a given semester.

**Audit:** To take a credit course without receiving a grade or credit; an audit fee is assessed at the time of enrollment.



**Authorized Collin College Official:** A college administrator or a person designated by a college administrator to perform a specific function or task.

**Blue Book:** Paper booklet available in the college bookstore that is used for essay tests.

**Board of Trustees:** Also referred to as the Board, it is the nine (9) member-elected governing body of Collin College.

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

**CCA:** Abbreviation for Century Court Apartments.

**Census Date:** The 12th class day in a regular 16-week semester, or the fourth class day in a short summer semester. The census date varies for mini-semesters and express classes. Students are required to attend class prior to the census date.

**Center for Academic Assistance:** Located on the Central Park Campus in room A104, the Center assists students with their academic success by providing group tutoring, college readiness workshops, a state of the art lounge, and access to computers for editing papers or reviewing assignments on CougarWeb. The Center for Academic Assistance is also home to the CPC Writing Center.

**Central Perks Café:** A café located within the Central Park Campus Library building offering continental breakfast fare, sandwiches, soups and salads Monday through Friday during breakfast and lunch hours.

**Century Court Apartments (CCA):** An apartment community located just across the street from Collin College's Spring Creek Campus that provides a "student only" living environment.

**CHEC:** Abbreviation for Collin Higher Education Center.

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

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

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

**College District President:** The Chief Executive Officer of Collin College.

**College Level Examination Program (CLEP):** Students may earn college credit by passing a standardized test(s).

**College Wide Identification Number (CWID):** Every student at Collin College is issued a CWID by the Admissions and Records Office. Students will use this number when doing business with college departments on campus or on the web.

**Collin College-sponsored Activities:** Academic, co-curricular, and extra-curricular activities sponsored by a division, department, or student organization. Approved activities may take place on or off campus. These activities may include classes, field trips, and approved student organization activities.

**Competency-based Education:** An educational program designed to teach applied and/or job-related clusters of skills, knowledge, and attitudes that form the basis for the evaluation of the student.

**Complainant:** Pursuant to the *Student Code of Conduct*, a complainant is an individual who has submitted an incident report and/or is named in an incident report as the alleged victim.

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

**Continuing Education:** A flexible program that offers courses, programs, and conferences geared toward professional development in areas such as computer training, small business development, and continuing professional education and re-certification.

**Controlled Substances:** Any drug or drug paraphernalia, chemical or substance, whose delivery, manufacture, possession, sale, purchase, use, abuse, or distribution (as defined by federal law or in the Texas Controlled Substance Act) is contrary to the laws of the State of Texas.

**Cooperative Work Experience:** A method of instruction between a sponsoring company and the student providing training and experience in the workplace. Students work toward reaching established learning objectives as outlined in a formal plan developed by faculty and staff.

**Core Curriculum:** Courses that all undergraduate students at Collin College are required to complete before receiving an Associate of Arts, Associate of Science, Associate of Arts in Teaching, or Associate of Applied Science degree.

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

**CougarMail:** A campus-wide email system that is used as an official form of communication with students and college employees.

**CougarWeb:** Through this online web portal, students can view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, and more.

**Course Load:** The number of semester hours for which a student enrolls in a given term.

**Course Reference Number (CRN):** A number used during online registration to register for a specific course and section.

**CPC:** Abbreviation for Central Park Campus.

**Credit:** Units assigned to each course (see Credit Hour).

**Credit by Exam:** Exams offered through Collin College to receive credit for a specific course.

**Credit Hour:** A unit of measurement used to fulfill the requirements for a college degree or certificate. Varies by course, but generally refers to the number of hours

spent in a specific course each week. Upon successful completion of a course, the credit hours earned are applied to the student's academic transcript. Students need to earn a specific number of credit hours to complete their associate degree or certificate program at Collin College, to transfer to a college or university, and to complete their bachelor's degree at a college or university.

**Curriculum:** All the courses collectively offered at Collin College.

**CYC:** Abbreviation for Courtyard Center.

**Dean or Director:** The administrative head of a division or department.

**Dean's List:** Students who complete 12 or more quality credit hours during a regular (16-week) semester with a current 3.5 semester GPA or above qualify for the Dean's List.

**Degree Plan:** The list of courses required for a specific degree, which are outlined in the college catalog.

**Developmental Education:** Developmental education courses are designed to provide students with the basic skills needed to achieve success in college-level courses and to pass TSI (Texas Success Initiative). Courses are offered in math, reading, writing, English as a Second Language (ESL), and college success.

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

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

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

**Electives:** Courses that do not necessarily count toward a major, but are required for most college degrees. Consult an academic advisor before deciding upon electives.

**English as a Second Language (ESL):** The ESL program develops non-native speakers' competencies in reading, writing, listening, conversation, and grammar.

**Express Classes:** Condensed courses that start at different times throughout the semester.

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

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

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

**Full time:** A student enrolled for 12 credit hours or more in a 16-week semester, six (6) credit hours or more in a five-week summer session, or nine (9) credit hours or more in a 10-week summer session.

**Grade Appeals Board (GAB):** A group designated to investigate allegations of capricious grading. Students must follow the grade appeals procedures before requesting assistance through the Grade Appeals Board.

**Grade Point Average (GPA):** A calculation made each semester that summarizes grades and credit hours. GPA is calculated by dividing the total number of quality grade points by the total number of quality semester hours attempted.

**Grade Points:** The value given to each letter grade to calculate a student's GPA.

**Honors:** An opportunity for students with a 3.5 cumulative GPA to take rigorous and engaging courses.

**Lab:** A teaching component that occurs both inside and/or outside the classroom to enhance the learning experience.

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

**Learning Communities:** Blends two (2) or more courses around a common interdisciplinary theme to form one (1) integrated class where students and faculty develop into a community of learners.

**Libraries:** The libraries provide access to books, periodicals, videos, computers, electronic databases, and a knowledgeable staff to assist students.

**Major:** A student's subject area of specialization.

**Matriculate:** To go through the process of admission to a college and enroll.

**Maximizing Academic Progress Program (MAPP):** A program designed to help students develop an individualized plan for success and thereby maintain a 2.0 cumulative GPA.

**Mentor:** An experienced faculty or staff member who is available to assist students. Please refer to Section 5.24 *Mentor Program* for more information.

**Non-advanced Course:** Courses offered on the freshman (1000 series) and sophomore (2000 series) levels.

**Non-credit Course:** A course for which no credit can be earned.

**Online Registration:** A registration system that allows students to register, pay, and obtain grades through CougarWeb.

**Orientation:** A program where students learn about campus resources and other skills leading to success at Collin College. Please refer to Section 5.25 *New Student Orientation*, for more information.

**Overload:** Students are normally permitted to enroll in up to 18 credit hours during a given semester. A student wanting to enroll in more than 18 hours would need to obtain approval from the registrar. Classification varies for courses meeting on alternative or accelerated schedules.

**Part time:** A student enrolled for 11 credit hours or less in a 16-week semester, five (5) credit hours or less in a five-week summer session, or eight (8) credit hours or less in a 10-week summer session. Classification varies for courses meeting on alternative or accelerated schedules.

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

**PRC:** Abbreviation for Preston Ridge Campus.

**Prerequisite:** A course that must be completed before enrolling in a subsequent course. A prerequisite may also be a high school course, an appropriate assessment score, or permission from a professor.

**President's List:** Students who complete 12 or more quality credit hours during a regular (16-week) semester with a 4.0 semester GPA qualify for the President's List.

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

**Quality Hours:** College-level credit hours a student completes at Collin College, excluding developmental, nontraditional, and transfer course work. These hours are used in calculating a student's GPA.

**Recitation:** Required in chemistry courses, students spend one (1) hour per week in recitation. Recitation reinforces topical course material through experimental learning. Critical thinking and analytical skill building are also strengthened.

**Registration:** Enrollment prior to a semester, including the selection of classes and the payment of tuition and fees.

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

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

**RW:** Abbreviation for Rockwall Center.

**SCC:** Abbreviation for Spring Creek Campus.

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

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

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

**Semester Hour:** A unit of measurement for college work equivalent to one (1) hour of class work. A three-hour course is equivalent to three (3) lecture hours per week during a 16-week semester.

**Service Learning:** Academically-based volunteer work. Please see Section 5.27 *Service Learning*, for more information.

**Session:** Courses, with beginning and ending dates, which vary from the regular 16-week semester. Typically, a session is shorter than a regular semester.

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

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

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

**Student Leadership Academy (SLA):** The academy offers a semester-long course (LEAD 1301) designed to promote leadership practices that foster teamwork and integrity in personal and professional development through scholarship and service.

**Student Organizations:** Allow students the opportunity to network, socialize, gain valuable leadership and life skills, and become engaged in service activities both on campus and in the community.

**Student Organizations Procedures Manual (SOPM):** A guidebook containing the rules and regulations that govern Collin College student organizations.

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

**Suspension:** Dismissal of a student because his or her grades have fallen below a certain standard (see *Academic Suspension*). Suspension may also be applied for disciplinary reasons (see *Authorized Disciplinary Penalties*).

**Syllabus:** An outline, usually presented on the first day of class, covering course topics and assignments, required textbooks, attendance, and grading policies.

**Texas Success Initiative (TSI):** The state-mandated testing component designed to ensure that all students attending public institutions of higher education in Texas have the reading, mathematics, and writing skills necessary to perform college-level work.

**Transcript:** The official record of all course work at a particular institution.

**Transfer Agreement:** A formal agreement between two (2) institutions of higher education that provides the framework for the acceptance of specific courses and/or programs by the receiving college or university.

**Transfer Courses:** College-level courses that transfer to other colleges or universities. Because a course will transfer does not mean that it will apply to a specific major or degree plan at another college or university. Please consult with an academic advisor on transfer courses.

**Vice President:** Senior administrative position responsible for major areas within Collin College.

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

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

## *Collin 2013-2014 Academic Calendar*

### **FALL 2013**

<b>August 16</b>	<b>All College Day (All Campuses Closed)</b>
August 26	Fall Classes Begin
<b>September 2</b>	<b>Labor Day Holiday (All Campuses Closed)</b>
September 9	Fall Census Date
<b>September 20</b>	<b>Plano Balloon Festival (Spring Creek Campus Closes at 3 p.m.)</b>
<b>September 21-22</b>	<b>Plano Balloon Festival (Spring Creek Campus Closed)</b>
October 18	Fall Last Day to Withdraw
<b>November 27- December 1</b>	<b>Thanksgiving Holiday (All Campuses Closed)</b>
December 9-15	Fall Final Exam Week
<b>December 21- January 1</b>	<b>Winter Break (All Campuses Closed)</b>

### **SPRING 2014**

<b>January 9</b>	<b>All College Planning Work Session (All Campuses Close at 11:30 a.m.)</b>
<b>January 20</b>	<b>MLK Holiday (All Campuses Closed Except for Community Activities at SCC)</b>
January 21	Spring Classes Begin
February 3	Spring Census Date
<b>March 10-13</b>	<b>Spring Break (No Classes, All Campuses Open)</b>
<b>March 14-16</b>	<b>Spring Break (All Campuses Closed)</b>
March 21	Spring Last Day to Withdraw
<b>April 18-20</b>	<b>Spring Holiday (All Campuses Closed)</b>
May 12-18	Spring Final Exam Week
May 16	Collin 2013-2014 Commencement at 7 p.m.

### **MAYMESTER 2014**

May 19	Maymester Classes Begin
May 20	Maymester Census Date
May 23	Maymester Last Day to Withdraw
<b>May 26</b>	<b>Memorial Day Holiday (All Campuses Closed)</b>
June 3	Maymester Final Exams

### **SUMMER 2014**

June 9	Summer I and III Classes Begin
June 12	Summer I Census Date
June 18	Summer III Census Date
June 24	Summer I Last Day to Withdraw
<b>July 4</b>	<b>Independence Day Holiday (All Campuses Closed)</b>
July 10	Summer I Final Exams
July 10	Summer III Last Day to Withdraw
July 14	Summer II Classes Begin
July 17	Summer II Census Date
July 29	Summer II Last Day to Withdraw
August 1	Calendar Day for Summer II Classes
August 1	Calendar Day for Summer III MW Classes
August 8	Calendar Day for Summer II Classes
August 8	Calendar Day for Summer III TR Classes
August 11-12	Summer III Final Exams
August 12	Summer II Final Exams

# AUG 5-AUG 18

2013

5

Monday

6

Tuesday

7

Wednesday

8

Thursday

9

Friday

10 | Saturday

11 | Sunday





# AUGUST

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

12

Monday

13

Tuesday

14

Wednesday

15

Last Day for New Student Applications-Fall

Thursday

Last Day for Probation/Suspension Students to Register-Fall

Fall Student ID Cards Begin

16

All College Day (All Campuses Closed)

Friday

17 | Saturday

18 | Sunday

# AUG 19 - SEPT 1

2013

19

Monday

20

Tuesday

21

Wednesday

22

Thursday

23

Friday

**24** | Saturday

ARO, BO, Advising, Student Life,  
and FA open only at SCC  
8:30 a.m.-12:30 p.m.

**25** | Sunday



**A U G U S T**

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

**26** | Fall Classes Begin

**Monday**


**27** |

**Tuesday**


**28** |

**Wednesday**


**29** |

**Thursday**


**30** | Fall Weekend College Begins

**Friday**


**31** | **Saturday**

ARO, BO, Advising, Student Life, and FA  
open only at SCC 8:30 a.m.-12:30 p.m.  
Fall Weekend College Begins

**1** | **Sunday**


# SEPT 2 - SEPT 15

2013

**2 | Labor Day Holiday (All Campuses Closed) Monday**


**3 | Student Life Welcomes Students Tuesday**


**4 | Student Life Welcomes Students Wednesday**


**5 | Student Life Welcomes Students Thursday**


**6 | Friday**


**7 | Saturday**

Student Life Welcomes
Weekend Students

**8 | Sunday**




SEPTEMBER

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

9	Fall Census Date	Monday
	Suicide Prevention Week	

10	Suicide Prevention Week	Tuesday

11	Suicide Prevention Week	Wednesday

12	Suicide Prevention Week	Thursday

13	Suicide Prevention Week	Friday

14   Saturday

15   Sunday

# SEPT 16 - SEPT 29

2013

16

Monday

17

Constitution Day

Tuesday

18

Wednesday

19

Second Tuition Installment Due

Thursday

20

Plano Balloon Festival (SCC Closes at 3 p.m.)

Friday

21 | Saturday

Plano Balloon Festival

(SCC Closed)

22 | Sunday

Plano Balloon Festival

(SCC Closed)



## SEPTEMBER

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

23

Monday

24

Tuesday

25

Wednesday

26

Thursday

27

Friday

28 | Saturday

29 | Sunday

# SEPT 30 - OCT 13

2013

30

Monday

1

Domestic Violence Awareness Month

Tuesday

National Bullying Prevention Month

2

Rockin' the Ridge - PRC

Wednesday

3

Thursday

4

Friday

5 | Saturday

6 | Sunday





OCTOBER

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

7

Monday

8

Tuesday

9

Wednesday

10

National Depression Screening Day

Thursday

11

Friday

12 | Saturday

13 | Sunday

# OCT 14 - OCT 27

2013

14

Monday

15

Tuesday

16

Wednesday

17

Third Tuition Installment Due

Thursday

18

Fall Last Day to Withdraw

Friday

19 | Saturday

20 | Sunday



# OCTOBER

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

21

Monday

22

Tuesday

23

Wednesday

24

Thursday

25

Friday

26 | Saturday

27 | Sunday

# OCT 28 - NOV 10

2013

28

Monday

29

Tuesday

30

Wednesday

31

Thursday

1

Friday

2 | Saturday

3 | Sunday



# NOVEMBER

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

4

Monday

5

Tuesday

6

Wednesday

7

Thursday

8

Friday

9 | Saturday

10 | Sunday

# NOV 11 - NOV 24

2013

11

Monday

12

Tuesday

13

Wednesday

14

Thursday

15

Chili Cook-Off - CPC

Friday

16 | Saturday

17 | Sunday



# NOVEMBER

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

18

Monday

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19

Tuesday

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20

Wednesday

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21

Thursday

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---

22

Friday

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23 | Saturday

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---

24 | Sunday

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# NOV 25 - DEC 8

2013

25

Monday

26

Tuesday

27

Thanksgiving Holiday (All Campuses Closed)

Wednesday

28

Thanksgiving Holiday (All Campuses Closed)

Thursday

29

Thanksgiving Holiday (All Campuses Closed)

Friday

30 | Saturday

Thanksgiving Holiday  
(All Campuses Closed)

1 | Sunday

Thanksgiving Holiday  
(All Campuses Closed)

World AIDS Day





**DECEMBER**

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

**2**

**Monday**

**3**

Spring Online Registration Begins

**Tuesday**

**4**

**Wednesday**

**5**

**Thursday**

**6**

**Friday**

**7** | **Saturday**

**8** | **Sunday**

# DEC 9 - DEC 22

2013

**9** | Fall Final Exams

Monday


**10** | Fall Final Exams

Tuesday


**11** | Fall Final Exams

Wednesday


**12** | Fall Final Exams

Thursday


**13** | Fall Final Exams

Friday


**14** | Saturday

Fall Final Exams


**15** | Sunday

Fall Final Exams




DECEMBER

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

16

Monday


17

Spring Installment Plan Available Online

Tuesday


18

Wednesday


19

Thursday


20

Friday


21 | Saturday

Winter Break

(All Campuses Closed)

--

22 | Sunday

Winter Break

(All Campuses Closed)

--

# DEC 23 - JAN 5

## 2013 - 2014

**23** | Winter Break (All Campuses Closed) Monday


**24** | Winter Break (All Campuses Closed) Tuesday


**25** | Winter Break (All Campuses Closed) Wednesday


**26** | Winter Break (All Campuses Closed) Thursday


**27** | Winter Break (All Campuses Closed) Friday


**28** | Saturday

Winter Break
(All Campuses Closed)

**29** | Sunday

Winter Break
(All Campuses Closed)



DECEMBER

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

**30** | Winter Break (All Campuses Closed)

Monday


**31** | Winter Break (All Campuses Closed)

Tuesday


**1** | Winter Break (All Campuses Closed)

Wednesday

Stalking Awareness Month


**2** |

Thursday


**3** |

Friday


**4** | Saturday


**5** | Sunday


# JAN 6 - JAN 19

2014

**6** | Spring Payment Deadline 8 p.m. **Monday**


**7** | CougarWeb Registration and Payment Unavailable **Tuesday**


**8** | **Wednesday**


**9** | All College Planning Work Session **Thursday**

(All Campuses Close at 11:30 a.m.)


**10** | Last Day for New Student Applications-Spring **Friday**

Last Day for Probation/Suspension Students to Register-Spring

Spring Student ID Cards Begin

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**11** | **Saturday**


**12** | **Sunday**




JANUARY

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

13

Monday


14

Tuesday


15

Wednesday


16

Thursday


17

Friday


18 | Saturday

ARO, BO, Advising, Student Life,  
and FA open only at SCC  
8:30 a.m.-12:30 p.m.

19 | Sunday


# JAN 20 - FEB 2

2014

**20** | MLK Holiday (All Campuses Closed Except for **Monday**

Community Activities at SCC)

**21** | Spring Classes Begin **Tuesday**

**22** | **Wednesday**

**23** | **Thursday**

**24** | Spring Weekend College Begins **Friday**

**25** | **Saturday**

ARO, BO, Advising, Student Life, and FA  
open only at SCC 8:30 a.m.-12:30 p.m.

Spring Weekend College Begins

**26** | **Sunday**

Spring Weekend College Begins





JANUARY

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

27

Monday

28

Student Life Welcomes Students

Tuesday

29

Student Life Welcomes Students

Wednesday

30

Student Life Welcomes Students

Thursday

31

Friday

1 | Saturday

Student Life Welcomes

Weekend Students

2 | Sunday

# FEB 3 - FEB 16

2014

3 | Spring Census Date

Monday

4 |

Tuesday

5 |

Wednesday

6 |

Thursday

7 |

Friday

8 | Saturday

9 | Sunday



**F E B R U A R Y**

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

**10**

**Monday**

**11**

**Tuesday**

**12**

**Wednesday**

**13**

Second Tuition Installment Due

**Thursday**

**14**

**Friday**

**15 | Saturday**

**16 | Sunday**

# FEB 17 - MAR 2

2014

17

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Friday

22 | Saturday

23 | Sunday



**F E B R U A R Y**

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

**24** | Eating Disorders Screening Awareness Week **Monday**


**25** | Eating Disorders Screening Awareness Week **Tuesday**


**26** | Eating Disorders Screening Awareness Week **Wednesday**


**27** | Eating Disorders Screening Awareness Week **Thursday**


**28** | Eating Disorders Screening Awareness Week **Friday**


**1** | **Saturday**


**2** | **Sunday**


# MAR 3 - MAR 16

2014

3

Monday

4

Tuesday

5

Wednesday

6

Third Tuition Installment Due

Thursday

7

Friday

8 | Saturday

9 | Sunday



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

10

Maymester and Summer Online Registration Begins

Monday

Spring Break (No Classes–All Campuses Open)

11

Spring Break (No Classes–All Campuses Open)

Tuesday

12

Spring Break (No Classes–All Campuses Open)

Wednesday

13

Spring Break (No Classes–All Campuses Open)

Thursday

14

Spring Break (All Campuses Closed)

Friday

15 | Saturday

Spring Break

(All Campuses Closed)

16 | Sunday

Spring Break

(All Campuses Closed)

# MAR 17 - MAR 30

2014

17

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Spring Last Day to Withdraw

Friday

22 | Saturday

23 | Sunday





M A R C H

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

24

Monday

25

Tuesday

26

Wednesday

27

Thursday

28

Friday

29 | Saturday

30 | Sunday

# MAR 31 - APR 13

## 2014

31

Monday

1

Alcohol Awareness Month

Tuesday

Sexual Assault Awareness Month

National Counseling Awareness Month

2

Wednesday

3

Thursday

4

Friday

5 | Saturday

6 | Sunday



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

7 | Monday

8 | Tuesday

9 | Wednesday

10 | National Alcohol Screening Day Thursday

11 | Friday

12 | Saturday

13 | Sunday

# APR 14 - APR 27

## 2014

14

Monday

15

Tuesday

16

Earth Day-PRC

Wednesday

17

Thursday

18

Spring Holiday (All Campuses Closed)

Friday

19 | Saturday

Spring Holiday

(All Campuses Closed)

20 | Sunday

Spring Holiday

(All Campuses Closed)



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

21 | Monday

22 | Fall Online Registration Begins Tuesday

23 | Wednesday

24 | Thursday

25 | Friday

26 | Saturday

27 | Sunday

# APR 28 - MAY 11

2014

28

Monday

29

Tuesday

30

Wednesday

1

Mental Health Awareness Month

Thursday

2

Friday

3 | Saturday

4 | Sunday



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

5	Monday

6	Maymester Payment Deadline 5 p.m.	Tuesday

7	CougarWeb Registration and Payment Unavailable	Wednesday

8	Thursday

9	Last Day for New Student Applications-Maymester	Friday
	Last Day for Probation/Suspension Students to	
	Register-Maymester	

10	Saturday

11	Sunday

# MAY 12 - MAY 25

2014

**12** | Spring Final Exams

Monday

**13** | Spring Final Exams

Tuesday

**14** | Spring Final Exams

Wednesday

**15** | Spring Final Exams

Thursday

**16** | Spring Final Exams

Friday

Collin College 2013-2014 Commencement at 7 p.m.

**17** | Saturday

Spring Final Exams

**18** | Sunday

Spring Final Exams





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

19

Maymester Classes Begin

Monday

Maymester and Summer Student ID Cards Begin

20

Maymester Census Date

Tuesday

21

Summer I & III Payment Deadline 8 p.m.

Wednesday

22

CougarWeb Registration and Payment Unavailable

Thursday

23

Maymester Last Day to Withdraw

Friday

24

Saturday

25

Sunday

# MAY 26 - JUNE 8

2014

**26** | Memorial Day Holiday (All Campuses Closed) **Monday**


**27** | **Tuesday**


**28** | **Wednesday**


**29** | **Thursday**


**30** | Last Day for New Student Applications-Summer I & III **Friday**

Last Day for Probation/Suspension Students to

Register-Summer I & III

--

**31** | **Saturday**


**1** | **Sunday**




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

2 | Monday

3 | Maymester Final Exams Tuesday

4 | Wednesday

5 | Thursday

6 | Friday

7 | Saturday

8 | Sunday

# JUNE 9 - JUNE 22

2014

**9** | Summer I & III Classes Begin

Monday

**10** |

Tuesday

**11** |

Wednesday

**12** | Summer I Census Date

Thursday

**13** | Summer I & III Weekend College Begins

Friday

**14** | Saturday

ARO, BO, Advising, Student Life, and FA

open only at SCC 8:30 a.m.-12:30 p.m.

Summer I & III Weekend College Begins

**15** | Sunday



J	U			N		E	
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15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

16 | Monday

17 | Fall Online Registration Open for All Tuesday

18 | Summer III Census Date Wednesday

19 | Thursday

20 | Friday

21 | Saturday

22 | Sunday

# JUNE 23 - JULY 6

2014

23

Monday

24

Summer I Last Day to Withdraw

Tuesday

25

Wednesday

26

Thursday

27

Friday

28 | Saturday

29 | Sunday



<i>J</i>	<i>U</i>				<i>N</i>		<i>E</i>
<i>S</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>	
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22	23	24	25	26	27	28	
29	30						

**30**

**Monday**


**1**

**Tuesday**


**2**

**Wednesday**


**3**

Last Day for New Student Applications-Summer II

**Thursday**

Last Day for Probation/Suspension Students to Register-Summer II


**4**

Independence Day Holiday (All Campuses Closed)

**Friday**


**5 | Saturday**


**6 | Sunday**


# JULY 7 - JULY 20

2014

**7** | Summer II Payment Deadline 8 p.m. **Monday**


**8** | CougarWeb Registration and Payment Unavailable **Tuesday**


**9** | **Wednesday**


**10** | Summer I Final Exams **Thursday**

Summer III Last Day to Withdraw


**11** | Summer I Weekend College Final Exams **Friday**


**12** | **Saturday**

Summer I Weekend College

Final Exams


**13** | **Sunday**






J	U			L		Y	
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13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

14

Summer II Classes Begin

Monday

15

Tuesday

16

Wednesday

17

Summer II Census Date

Thursday

18

Summer II Weekend College Begins

Friday

19 | Saturday

Summer II Weekend College Begins

20 | Sunday

# JULY 21-AUG 3

2014

21

Monday

22

Fall Installment Plan Available Online

Tuesday

23

Wednesday

24

Academic Appeals for Fall Probation/  
Suspension Students due-5 p.m.

Thursday

25

Friday

26 | Saturday

27 | Sunday



J U L Y						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<b>28</b>		<b>Monday</b>

<b>29</b>	Summer II Last Day to Withdraw	<b>Tuesday</b>

<b>30</b>	Fall Payment Deadline 8 p.m.	<b>Wednesday</b>

<b>31</b>	CougarWeb Registration and Payment Unavailable	<b>Thursday</b>

<b>1</b>	Calendar Day for Summer II Classes	<b>Friday</b>
	Calendar Day for Summer III-MW Classes	

<b>2</b>	<b>Saturday</b>

<b>3</b>	<b>Sunday</b>

# AUG 4-AUG 17

## 2014

4

Monday

5

Tuesday

6

Wednesday

7

Thursday

8

Calendar Day for Summer II Classes

Friday

Calendar Day for Summer III-TR Classes

Summer II & III Weekend College Final Exams

9 | Saturday

Summer II & III Weekend College

Final Exams

10 | Sunday



**AUGUST**

S M T W T F S						
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

**11** | Summer III Final Exams

**Monday**


**12** | Summer II Final Exams

**Tuesday**

Summer III Final Exams


**13** |

**Wednesday**


**14** | Last Day for New Student Applications-Fall

**Thursday**

Last Day for Probation/Suspension Students to Register-Fall

Fall Student ID Cards Begin


**15** | All College Day (All Campuses Closed)

**Friday**


**16** | Saturday


**17** | Sunday


## *Student Services*

### **5.1 Academic Advising**

Academic advising is a continual process and an integral component of each student's success at Collin College. Any student interested in talking with an advisor should contact the Academic Advising Department located within the Student Development Center. New and continuing students are also strongly encouraged to meet with an academic advisor each semester prior to registration and/or to evaluate their academic progress. Academic advisors and their phone numbers are listed by instructional division in the college catalog. Academic advising at each campus offers:

- Advising for the Maximizing Academic Progress Program (MAPP)
- Assistance in establishing a degree plan
- Assistance in selecting a field of study
- Assistance with registration and adjustment to college
- Facts about classes and programs
- Preparation for online registration
- Procedures for dropping a class, appealing grades, registration, etc.
- Transfer information on four-year institutions
- Unofficial transcript evaluation

### **5.2 Accommodations at Collin College for Equal Support Services (ACCESS)**

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report; their telephone number, address, and signature; the specific diagnosis; current functional limitations related to the educational setting; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

It is the student's responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 2-5 days in advance, due to limited space. Students must take exams on the campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.

The coordinator of student support services gathers the required paperwork for the Deaf/blind tuition waivers. The student must bring the following information to be considered for a tuition waiver: certificate of deafness or blindness; letter of good moral character; high school transcript, diploma, or GED; statement of purpose with degree or certificate declared; proof of residency; and meet all other entrance requirements as outlined by Admissions and Records. This information should be provided to the ACCESS Office at least one (1) month before the student attends Collin College. Subsequently, each semester immediately after registering for classes, students must notify the coordinator of student support services at 972.881.5128, or contact the SCC ACCESS Office to obtain a tuition waiver or their classes will be dropped. The Deaf/blind tuition waiver does not apply to all courses and will be determined on a per-course, per-semester basis. A tuition waiver is not an academic accommodation.

All campuses are accessible to individuals with disabilities. For information on these and related services, contact the ACCESS Office at 972.881.5898 (Voice/TTY). ACCESS Offices are located in rooms D118(I) at CPC, F118 at PRC, and D140 at SCC.

### **5.3 Allen Center**

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#### **Staff**

A site coordinator and admissions and registration staff are available at the Allen Center. For more information contact the Allen Center at 972.377.1060 or visit [www.collin.edu/campuses](http://www.collin.edu/campuses).

#### **Parking**

Students taking courses at the Allen Center are required to have a Collin College parking decal. Decals are available free of charge from Allen Center staff. Collin College has designated parking on the east side of the Allen High School (AHS) main entrance. If the parking lot is full, Collin College students are allowed to park in the AHS parking lot. Dual Credit students are not allowed to use the Collin College parking lot and must use the AHS parking lot.

#### **Smoking, Tobacco Products, or Other Electronic Smoking Devices Prohibited**

Collin College students and staff are strictly prohibited from smoking and/or using tobacco products or other electronic smoking devices anywhere on the facilities or grounds of the Allen Center or AHS.

### **5.4 THE ARTS gallery**

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The mission of THE ARTS gallery is to serve as a center for aesthetic exploration through the creative processes of fine arts faculty and students, professional artists, and arts organizations. By presenting quality, interdisciplinary art exhibitions and events, THE ARTS gallery enhances an understanding of the arts within the college and the community and enriches individual lives. THE ARTS gallery is located

at the Spring Creek Campus. For further information on the gallery's location, operating hours, or current shows, visit [www.collin.edu/theartsgallery](http://www.collin.edu/theartsgallery), or contact the gallery at 972.881.5873.

## **5.5 Athletics**

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The Athletic Department is an integral part of the college's mission to develop skills, strengthen character, and challenge the intellect. The athletic program is committed to providing opportunities and support resources to promote academic and athletic success for the student athlete.

The Athletic Department consists of men's and women's basketball and tennis. These teams are affiliated with the National Junior College Athletic Association (NJCAA). Collin College athletic teams participate in the North Texas Junior College Athletic Conference (NTJCAC) and Region V events, which may lead to national competition. For more information, contact the Athletic Department at 972.516.5025 or go to [www.collin.edu/athletics/](http://www.collin.edu/athletics/).

## **5.6 Career Services**

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*Eligibility: currently enrolled students*

- Career counseling and assessments
- Professional development seminars, career events and job fair
- Off-campus student employment through Experience e-Recruiting (<http://collin.experience.com/experience/login>)
- Online career development (MyPlan.com)
- Online mock interview via InterviewStream (<http://collin.interviewstream.com/>)
- Resume critiques
- Job market research

For more information contact Career Services (CPC: 972.548.6747, PRC: 972.377.1781, or SCC: 972.881.5781) or <http://www.collin.edu/studentresources/career/>.

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

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The Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS) is an intensive program for talented students majoring in mathematics or natural sciences. CASMNS offers opportunities for freshmen and sophomores enrolled in select sections of biology, chemistry, geology, mathematics, and physics to participate in unique undergraduate research activities. Students must have a minimum cumulative GPA of 3.0 to be eligible to enroll in CASMNS activities. For further information, go to [www.collin.edu/academics/casmns/](http://www.collin.edu/academics/casmns/) or contact the Mathematics and Natural Sciences Division at 972.881.5880.



## **5.8 Center for Scholarly and Civic Engagement (CSCE)**

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The CSCE brings together faculty, students, and community partners involved in academic initiatives that focus on scholarship, leadership, and community involvement. This interest in service to our community serves as a catalyst to create deeper learning for students, while also instilling democratic values of citizenship and civic engagement.

The CSCE also fosters collaboration within existing programs by integrating academic activities and enhancing communication between programs. Collaborative faculty-led academic programs include Alternative Breaks, the Auteur Film Series, the Book-in-Common, Community College Day at the Capitol, Constitution Day, Debate Watches and Voter Registration, the Distinguished Speakers Series, Earth Day, Passport to the World (Collin College's Cultural Connections), and Service-Learning. Collaborative partners include CASMNS, Emerging Scholars, the Honors Institute, Learning Communities, Phi Theta Kappa, Psi Beta, Student Life, Student Government Association, the Student Leadership Academy, and student organizations.

For more information on the Center for Scholarly and Civic Engagement, call 972.881.5927, email [csce@collin.edu](mailto:csce@collin.edu) or go to [www.collin.edu/academics/csce](http://www.collin.edu/academics/csce).

## **5.9 Child Development Lab School**

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Collin College provides a Child Development Lab School at the Spring Creek Campus. The Lab School serves as a laboratory site for child development, early childhood education, academic courses in the social sciences, and Service-Learning.

Qualifying students and Collin College employees may enroll their children in the lab school as space permits. The children's program is designed to promote physical, social, emotional, and cognitive development in a nurturing and supportive environment. Daily activities are based upon individual children's needs and interests. Hours of operation are Monday-Friday from 7:30 a.m. to 5:30 p.m.

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

## **5.10 College Success Course (COSU 0300)**

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

## **5.11 College Wide Identification Number (CWID)**

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In order to help prevent identity theft, Collin College assigns each student a random College Wide Identification Number (CWID) instead of using a student Social

Security number. The CWID is noted on all student records, except the official Collin College transcript.

The CWID is used to access student records (e.g., order transcripts, obtain grades, pay tuition and fees, obtain a student schedule, request a degree plan, etc.). The CWID is also needed to check out materials from college libraries and access student computer labs, and online classes that use Blackboard.

### **5.12 Collin Higher Education Center (CHEC)**

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Bachelor's, master's and doctoral degrees are available at the Collin Higher Education Center (CHEC) in McKinney. Collin College partnered with Texas A&M University-Commerce, Texas Woman's University, The University of Texas at Dallas, and University of North Texas to offer more than 24 different degree programs at the CHEC. Each university partner has a representative on site at the CHEC to assist students with admissions, registration, advising, financial aid, and other student services specific to their respective university. For information about the CHEC and the university programs offered, please visit [www.collin.edu/chec/](http://www.collin.edu/chec/) or call 972.599.3100. Parking in the adjacent parking garage is encouraged.

### **5.13 Cooperative Work Experience: Co-ops/Internships**

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

- The co-op/internship class is required for some degree plans and available as an elective in other degrees. Please check with co-op at least one (1) semester prior to registration for information, eligibility requirements, and registration materials.
- Prior to enrolling in the program, students must obtain a job (approved by co-op) in an area related to their major. Job search assistance is available.
- Eligible students enroll and pay for the co-op course, receive academic credit, and gain valuable work experience in their major field of study.
- Students enrolled in this program must set goals, attend professional development seminars, work a minimum of 320 hours within a 16-week period, write a reflection paper, meet with an assigned faculty member, and receive an employer performance review.
- F-1 Visa students can enroll in a co-op/internship class once certain requirements are met; contact the co-op coordinator for more information.

### **5.14 Cougar News (Online College Newspaper)**

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

### 5.15 CougarWeb

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

### 5.16 Counseling Services

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- Personal counseling for issues including relationships, anxiety, stress management, and other personal matters
- Career counseling
- Crisis intervention
- Study skills and academic coaching
- Substance abuse resources
- CPC, PRC, and SCC offices
- Evening hours available by appointment

### 5.17 Emerging Scholars

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

### 5.18 Fitness Centers

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

**Central Park Campus Fitness Center** consists of a weight training room, dance studio, three (3) racquetball courts, and locker room facilities.

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

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

## **5.19 Honors Institute**

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The Honors Institute at Collin College is designed to provide a uniquely engaging learning experience for students with advanced academic skills. In small classes (maximum 18 students), advanced and motivated students engage in discussion, research, and creative projects geared to their abilities and commitment to learning. Collin College students will receive an honors transcript designation for each honors course completed. In addition, through the articulation agreements, students completing honors course work at Collin College may qualify for admission and scholarships to honors programs at several partner universities. Students must have a 3.5 cumulative GPA to be eligible for enrollment in honors courses. For more information, visit [www.collin.edu/honors/](http://www.collin.edu/honors/), contact the Director at 972.516.5003, or academic advising at 972.578.5563.

## **5.20 Learning Communities**

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Learning Communities offer a unique format for students to take courses. This innovative approach to learning blends two (2) disciplines into a single course focused around a common theme or central question. The class is team taught by professors representing each area of study. The involvement in a collaborative learning environment forms a community-like atmosphere among students and faculty.

Collin College's Learning Communities program has been nationally recognized by the Fund for the Improvement of Post-Secondary Education (FIPSE) and the Pew Charitable Trust. The program has also received the national Bellwether Award for academic excellence. For more information on learning communities courses currently offered, visit [www.collin.edu/academics/learningcommunities](http://www.collin.edu/academics/learningcommunities).

## **5.21 Libraries**

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- Assistive technology
- Black/white and color printers
- Central Perks Café (CPC)
- Checkout books, video (VHS and DVD), software/interactive tutorials, music CDs, and audio books
- Consumer Health Information Center (CPC)
- Electronic resources such as e-books, databases, and streaming media
- Equipment available for use such as calculators, cameras, laptops, and computer peripherals
- Internet access - Wi-Fi and computers
- Interlibrary loan
- Library orientation and instruction
- Print and electronic periodicals
- Photocopy machines
- Professional Librarians
- Scanners
- Science Model Study Room (CPC, SCC)
- Study rooms

## **5.22 Math Labs**

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The staff of the Math Labs assists Collin College students enrolled in developmental math, college-level math, and courses in the natural sciences that have math-based assignments. The staff includes faculty, lab instructors, and student tutors. Students may use graphing calculators and computers to complete homework and lab assignments. Hours for drop-in assistance vary and are posted at each campus.

## **5.23 Maximizing Academic Progress Program (MAPP)**

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MAPP refers to the procedures that govern Collin College students on any academic action status as outlined below. The procedures set forth will be strictly enforced. Students are required to develop an individualized plan for success in consultation with an academic advisor. In order to have academic holds removed, a student must bring their cumulative GPA up to 2.0. In an effort to promote student success, students participating in the Maximizing Academic Progress Program (MAPP) will not be permitted to enroll in classes after the probation deadline for the term. (See *Registration Guide* "Important Dates" for specific deadlines.) The admissions process must be fully completed prior to the MAPP registration deadline for each term. Please allow up to two (2) weeks to complete this process. This includes regular (i.e., 16-week) classes and all express and flex entry classes.

Students who do not meet academic standards and do not earn a minimum 2.0 cumulative GPA will be placed on one of the following academic standings: academic warning, academic probation, or academic suspension. Please refer to the *Collin College Catalog* for further details.

## **5.24 Mentor Program**

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The Collin College Mentor Program matches students with a faculty or staff mentor. Applications are available from the coordinator of programs for new students. Mentors and students are encouraged to make contact at least twice a month during the semester. Students also have the opportunity to attend special events and qualify for Mentor Program scholarships. This is an excellent opportunity for networking and personal and professional growth. For additional information, contact the Office of Recruitment and Programs for New Students at 972.516.5047.

## **5.25 New Student Orientation**

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All first-time students to Collin College should attend New Student Orientation. The purpose of orientation is to assist students in planning a successful collegiate career and to provide students with a comprehensive overview of available campus services, resources, and opportunities.

New Student Orientation is a one-day program designed for students who have graduated from high school within the past three (3) years.

New Student Orientation for non-traditional students targets those returning to college after an extended break and adult students starting college for the first time. This intensive orientation is conveniently held in the evening.

For additional information including dates and reservations, please call 972.377.1750, email [orientation@collin.edu](mailto:orientation@collin.edu), or visit [www.collin.edu/orientation](http://www.collin.edu/orientation).

## **5.26 Scholarships, Collin College Foundation**

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Thanks to the generosity of individuals, friends, alumni, corporations and foundations, the Collin College Foundation awards scholarships annually to qualified students needing financial assistance in order to pursue their education at the college. Scholarships are available to new and continuing students who will/enroll at Collin. Students receiving scholarship awards are required to attend the Scholarship Award Ceremony in August.

Students can apply online [www.collin.edu/foundation/students](http://www.collin.edu/foundation/students) during the open application cycle, which begins November 1 and closes April 15 annually. Scholarship awards are made one (1) time per academic year, beginning in the fall. For more information, contact the Foundation at 972.599.3145 or [scholarshipcoordinator@collin.edu](mailto:scholarshipcoordinator@collin.edu).

## **5.27 Service Learning**

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Collin College's award-winning Service Learning program engages students in meaningful service to the community by matching academic course goals with community needs. Service Learning is associated with a credit-bearing course and is guided by faculty. This experiential application of knowledge in real-life situations strengthens academic, social, and practical skills. In addition, Service Learning creates a sense of civic responsibility, fosters a strong connection to the community, and develops effective servant leaders. Students may include service learning records on college transfer applications and personal resumes. Service Learning also assists students in clarifying career paths.

Collin College service learning projects have included hurricane recovery efforts, mentoring at-risk youth, environmental research and restoration, emergency preparedness and response, business development and technical assistance for non-profit organizations, dental clinics for children, social service outreach to the homeless, and fine arts projects to the community.

For more information, on Service Learning, call 972.881.5927, email [csce@collin.edu](mailto:csce@collin.edu) or go to [www.collin.edu/academics/servicelearning](http://www.collin.edu/academics/servicelearning).

## **5.28 Student Ambassadors**

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Student ambassadors are a group of students who represent Collin College at various campus and outreach activities. They provide campus tours and assist with recruiting events in the community and on campus. The ambassadors are paid

and have the opportunity to set their own work schedules. For more information, contact the Recruitment and Programs for New Students Office at 972.516.5047.

### 5.29 Student Computer Labs (SCL)

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Student Computer Labs (SCL) provide currently enrolled college students access to a computer for college related work. Students accessing these computer labs will have unlimited access to the computers but they will be required to use the Pharos printing system, which gives each student 300 free prints per semester and charges 10 cents per page after 300.

### 5.30 Student Employment On Campus

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- Work up to 20 hours per week in departmental offices as a student assistant or federal work study student. Compensation is above minimum wage. F-1 Visa students must have a Social Security number in order to work on campus.
- Federal work study students may also work in area schools as tutors for the America Reads program.
- To view and apply for on campus student assistant and federal work study positions, go to <http://jobs.collin.edu>.
- For additional information and eligibility requirements, visit <http://www.collin.edu/hr/employment/StudentEmployment.html>.

### 5.31 Student Government Association (SGA)

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

### 5.32 Student ID Cards

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All credit students at Collin College are required to have a student ID card to use services provided by college offices and labs including the Collin College Bookstore, Career Services, Computer Labs, Admissions and Records, Fitness Center, Library, Math Lab, Student Life, and the Testing Center. Student ID cards are produced by Student Life. Student ID card office hours are as follows:

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

Once a student has registered and paid for their courses, the student ID card will be issued in accordance with the dates posted in the *Important Dates* section of the *Registration Guide*. No fees are assessed for the first ID a student receives. Students must present valid picture ID before a card will be issued. The ID card will be valid district wide throughout the student's enrollment at the college. Student ID cards will be automatically reactivated each semester after the student enrolls in courses and pays the corresponding tuition and fees.

For a fee, a replacement student ID card will be reissued for students whose card has been lost, stolen or damaged, who have had a name change, or who would prefer a new photo. Only currently enrolled students with valid picture ID may request a replacement student ID card. Contact Student Life for more information.

### **5.33 Student Leadership Academy (SLA)**

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Developing effective servant leaders is the core mission of Collin College's Student Leadership Academy (SLA). Students with a desire to unleash their leadership potential are invited to apply for the SLA. This course is designed to develop servant leaders through the acquisition and application of knowledge. An experiential learning environment engages students in service, research, and reflection projects that promote personal integrity, scholarship, and commitment to the community.

The LEAD 1301 (Introduction to Leadership Theory) course is scheduled each semester and provides an opportunity for students to apply theoretical and practical concepts of leadership. Topics in LEAD 1301 include communication and leadership styles, leading and diversity, visioning and strategic planning, relationship building and group dynamics, wellness and stress management, and problem solving and decision making. In addition, students develop cumulative portfolios, deliver presentations, and work in teams. Guest speakers from business, industry, and academia share their leadership experiences and the qualities they seek in potential leaders.

Applications may be submitted to the Center for Scholarly and Civic Engagement. Students must have at least a 2.5 cumulative GPA, complete an application packet, provide a letter of recommendation, and submit a personal essay regarding their desire to explore their leadership potential.

For more information on the Student Leadership Academy, call 972.881.5927, email [csce@collin.edu](mailto:csce@collin.edu) or go to [www.collin.edu/academics/sla](http://www.collin.edu/academics/sla).

### **5.34 Student Life**

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- Banner reservations
- Campus posting
- Civic and social events
- Cougar Den (PRC)



- Educational programs
- Entertainment and cultural programs
- Field trips
- First aid (limited to Band-Aids, cotton balls, and antiseptic spray)
- Guest speakers
- Internet access (PRC)
- Leadership training
- Local fax service
- Lost and found (CPC, PRC, and SCC)
- Student ID Cards
- Student officer training
- Student organizations
- Student Organization Office (CPC, PRC, and SCC)

### **5.35 Student Organizations**

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Collin College shall provide means for students to organize and join associations to promote their common interests. An organization whose membership is limited to Collin College students, staff, and faculty may become an approved student organization by complying with the registration procedures that are available online at [www.collin.edu/campuslife/student\\_orgs.html](http://www.collin.edu/campuslife/student_orgs.html). The purpose of these organizations varies from honor societies to political, religious, service, and social groups.

Approved student organizations shall abide by the *Student Code of Conduct*, Board policies, laws, and Collin College regulations procedures, or administrative rules, including but not limited to, those regarding discrimination and harassment.

Although student organizations may be approved by Collin College, this shall not imply that Collin College endorses student organization opinions and activities. Student organizations do not speak for Collin College.

To achieve student organization status, each new and returning group must meet the minimum guidelines, as established by the Dean of Student Development Office and outlined in the *Student Organizations Procedures Manual (SOPM)*, including but not limited to fiscal procedures and monthly transaction reports. For more information contact the Student Life Office and/or see Board policy FKC (LOCAL) available on the web at <http://pol.tasb.org/home/index/304>.

### **5.36 Transfer Programs**

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The best way to make the most of your college experience is to make the most of it from the beginning. As a Collin College student, you can take advantage of a wide variety of services as you prepare to transfer to a four-year college or university. You may be able to transfer prerequisite ready, major ready and core complete from Collin College.

Transfer information is available from academic advisors and online at <http://transferu.collin.edu>.

- Course equivalencies for Collin College and many colleges and universities
- Degree plans and transfer guides for many colleges and universities
- University and college pre-admission partnership information
- Directory listing of requirements and contacts for the most requested transfer colleges and universities
- State of Texas Common Application (Apply Texas)
- Transfer tips
- Transfer reference books and publications

For more information, please call 972.985.3734.

### **5.37 Tutoring**

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

### **5.38 University and College Pre-admission Partnerships**

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Collin College has pre-admission partnerships with 10 colleges and universities. These special partnerships provide Collin College students benefits that may include guaranteed tuition, access to college events, and bookstore discounts. Pre-admission students also have priority status when applying for Collin College's Lebrecht-Hites Family Transfer Scholarship.

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

### **5.39 Weekend College**

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Juggling the demands of work and home life can seem daunting. However, many students have discovered that they can successfully balance work, family, and college through a unique program offering courses during the weekend – the Weekend College. Collin College's Weekend College offers students alternatives for those unable to attend college during the traditional time frame. The Weekend College provides the opportunity to complete the core curriculum for the Associate of Arts (AA), Associate of Arts in Teaching (AAT), or the Associate of Science (AS) degree on Friday evenings, Saturday mornings, Saturday afternoons, Sunday afternoons, or any combination without interrupting the work week. Courses are offered in express (eight-week courses or three-weekend courses) and standard 16-week formats.

For additional information, contact the Weekend College Office at 972.881.5801, visit the Weekend College website [www.collin.edu/academics/weekendcollege/](http://www.collin.edu/academics/weekendcollege/), or correspond via email [weekendcollege@collin.edu](mailto:weekendcollege@collin.edu).

## 5.40 Writing Centers

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The Writing Centers provide students and community members with professional assistance on writing assignments across the curriculum, as well as résumés, application essays, and other writing needs free of charge. Each center's primary purpose is to improve writers' skills by guiding them through the writing process in informal, one-on-one sessions. Appointment schedules are conveniently posted in or near the centers, but walk-ins are welcome at posted times. Students who miss an appointment at the Writing Center without notifying the Center in advance or coming in to cancel will be denied access to the Center the following four (4) academic calendar days.

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

Writing Center locations and hours of operation for fall and spring semesters are listed below. Hours will vary during mini-semesters, summer semesters, and times when classes are not in session. The Writing Centers also offer a variety of free writing workshops every semester addressing common concerns of student writers. For further information, visit the homepage [www.collin.edu/writingcenter/](http://www.collin.edu/writingcenter/) or contact the Writing Centers (CPC: 972.548.6857, PRC: 972.377.1576, or SCC: 972.881.5843).

### **Central Park Campus (A104):**

Monday-Thursday	9 a.m.-8 p.m.
Friday	9 a.m.-5 p.m.
Saturday	9 a.m.-1 p.m.

### **Preston Ridge Campus (L Building - L213):**

Monday-Thursday	9 a.m.-8 p.m.
Friday	9 a.m.-5 p.m.
Saturday	10 a.m.-4 p.m.

### **Spring Creek Campus (Library - D224):**

Monday-Thursday	9 a.m.-8 p.m.
Friday	9 a.m.-5 p.m.
Saturday	9 a.m.-4 p.m.

## Procedures

### 6.1 Academic Etiquette and the College Experience

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

Students are accountable for their own academic progress and work. With that in mind, prompt submission of all work, according to the course calendar and syllabus guidelines, promotes your success. It is a professor's responsibility to present learning opportunities through lectures, projects, in-class and out-of-class exercises, and assignments. It is the student's responsibility to complete all readings, participate in class discussions, and complete all assignments and project exercises in a timely manner. The course syllabus should provide clear instruction for successful course participation and activities.

It is a violation of the *Student Code of Conduct* (Chapter 2, Section 7-2.4 *Other Offenses*, Item S) to engage "in the use of electronic or digital media or telecommunication devices during class, Collin College labs and/or other learning environments." This includes social networking activities such as texting, talking on the phone, and Web browsing from laptops, Smart phones, or any other relevant electronic devices during class time. Please consult the professor for specific guidance. If you need to monitor any outside communication for emergency purposes during a specific class, set the device on vibrate and inform the professor before class begins, so that you do not disrupt the class and interfere with the academic class work of other students. In addition to individual course guidelines, please review the *Student Code of Conduct*, especially Chapter 1, Section 7-1.6 *Disorderly Conduct*, and Chapter 2, Section 7-2.3 *Scholastic Dishonesty* (including Plagiarism) and Section 7-2.4 *Other Offenses*.

Most professors regard tardiness as both an absence and as disruptive behavior. Sleeping in class, interfering with teaching by talking with other students during directed instruction, and preparing work for another class while engaged in classroom activities are behaviors that are both discourteous to other students and disruptive to the purposes of the course. Please refer to the *Student Code of Conduct*, Chapter 2, Section 7-2.4 *Other Offenses*, Item B (Disruption) and Item C (Conduct), for more information.

If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your professor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance. Your professor wants to provide you with the academic tools you need to succeed in your college career and in the profession of your choice once you obtain your degree.

## **6.2 Admissions and Records**

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### **FERPA**

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

### **Grade Reports**

Grade reports are not mailed to the general student population. Students may access their grades electronically using the website <http://cougarweb.collin.edu/>. Students will need their CougarWeb username and password to access the system.

### **Texas House Bill 1922**

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

## **6.3 Banner Reservations**

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College departments and student organizations can make and hang approved banners on each campus according to the *Student Organization Procedures Manual*.

## **6.4 Bookstore**

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

### **Textbook and Language Tape Refunds**

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

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

4. Books and cassette tapes in shrink wrap (plastic or vinyl packaging) must be returned unopened in the original package. Books cannot be accepted if the shrink wrap has been removed. Books with access codes cannot be refunded if the access code has been used.
5. Defective books, missing pages, etc., purchased from Collin College bookstores will be replaced at no charge during the semester in which they are purchased.

### **Software Returns**

Unopened software may be returned with the original receipt no later than 14 calendar days from date of purchase. Software that is opened is not returnable.

### **Textbook Shortages**

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

### **Graphing Calculator Buyback**

The bookstore will buy back used graphing calculators during final exams each semester. Fifty percent of the bookstore original purchase price will be paid subject to the following conditions:

1. Calculators must be in clean and in working condition with all cords and manuals.
2. Calculators must be required for use by the college during the next semester.
3. Calculators cannot be bought back if the store is overstocked or if needs for the following semester have been filled.
4. Bookstore makes the final decision regarding model, condition, and quantity of calculators bought back.

### **Textbook Buyback**

Books are bought back every day at their current market value. During final exams each semester, up to 50 percent of the original purchase price will be paid, subject to the following conditions:

1. Books must be in clean, salable condition.
2. Books must be required for use by the college during the next semester.
3. Books must be current editions.
4. Workbooks, lab manuals, study guides, mass-market paperbacks, books with torn covers, excessive markings, water damage, books with perforated pages, and books containing diskettes cannot be bought back.
5. Books cannot be bought back if the store is overstocked or if needs for the following semester have been filled.
6. Books with access codes cannot be bought back if the access code has been used.

The professor, not the bookstore, decides whether each textbook will be used again. Unless a professor tells the bookstore the title will be used again, the bookstore must assume it will not be used. Books falling in this category can be bought from students only at wholesale prices. Old editions have no value and cannot be resold even to wholesalers. Some courses at Collin College are not taught every semester; therefore, students may wish to sell their books when that course is offered again, provided the faculty member requires the same books.

### **Payment and Check Cashing**

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

## **6.5 Campus Postings**

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Collin College provides opportunities for students, staff, faculty, and community to publicize approved information only in areas or locations designated by the director of student life, in conjunction with, the campus vice president/provost and the director of plant operations. Student Life serves as the approval center for general campus posting. No person or organization may post a sign that is obscene or libelous or that contains non-permissible solicitation (see Student Life for more information).

Bulletin boards located both inside and outside the classrooms at CPC, PRC, and SCC are governed by the appropriate vice president/provost on each campus. Materials not approved will be removed and discarded. Violation of the campus posting procedure will lead to forfeiture of privileges.

### **Job Postings (External)**

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

## **6.6 Collin College Police Department**

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Safety and security is a concern for all members of the college community including students, college employees, and visitors. The Collin College Police Department is staffed with Texas State Commissioned Law Enforcement Officers who are trained to protect life, and both college and personal property. Collin College Police have the complete authority to apprehend and arrest anyone involved in illegal acts throughout Collin County. Officers have county-wide jurisdiction. All municipal, local, state, and federal laws, as well as the *Student Code of Conduct*, Board Policies, Collin College regulations, procedures, or administrative rules, including motor vehicle laws, will be enforced on all Collin College campuses. Officers patrol all district campuses 24 hours a day, seven (7) days a week. If assistance is needed, call 972.578.5555. For further information on Collin College Police policies or procedures, please refer to the website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

## **Access Policy**

During business hours, Collin College will be open to students, parents, employees, contractors, guests, and invitees. In accordance with the *Code*, Chapter 1, Section 7-1.1 *Authorized Use of Facilities, Item B*, unattended children are not allowed at Collin College facilities at any time. Collin College Police will be notified of unattended children. During non-business hours, access to all college facilities is by key (if issued), or by admittance via the Collin College Police Department or Plant Operations. In the case of periods of extended closing, the college will admit only those with prior written approval to all facilities.

## **Citations**

All citations issued by Collin College Police are court citations issued into Justice of Peace courts in Collin or Rockwall counties.

## **Confidential Reporting Procedures**

If the victim of a crime does not want to pursue action within Collin College or the criminal justice system, the victim may still want to consider making a confidential report. With the victim's permission, a Campus Security Authority (CSA), the chief of police, or a designee, can file a report on the details of the incident without revealing the victim's identity. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. For more information on confidential reporting procedures or CSAs refer to the Collin College Police Department website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

## **Crime Reporting**

The Collin College Police Department encourages anyone who is the victim of a crime or who has knowledge of a crime to promptly report the incident to college police. ***To report a crime, or an on-campus emergency, immediately call the Collin College Police Department at 972.578.5555 or ext. 5555 from any campus phone. For medical emergencies call 911 and then call 972.578.5555.***

## **Criminal Trespass Warnings**

Trespass warnings prohibit the warned person from re-entering Collin College buildings or properties for a specified period of time. Violating the warning is a class B misdemeanor (first offense) and carries a penalty of up to 180 days in jail.

## **Encouragement to Report Crimes**

The Counseling Services staff is encouraged to inform their clients of the procedures to report a crime to the Collin College Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. See *Confidential Reporting Procedures* listed above in this section.

## **Registered Sex Offenders**

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



## **Security Awareness and Crime Prevention Programs**

Periodically during the academic year, Collin College Police, in cooperation with other student organizations and departments, present crime prevention awareness sessions on sexual assault, drug abuse, theft, and vandalism, as well as educational sessions on personal safety.

## **Timely Warnings**

In the event a situation arises, either on or off campus that in the judgment of the chief of police or designee constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through college email systems and CougarAlert to students, faculty, and staff (see Section 6.7 *CougarAlert*, for more information).

## **Weapons on Campus**

Possession of firearms or illegal weapons on campus or at Collin College-sponsored events is illegal, except for commissioned police officers as prescribed by law.

## **6.7 CougarAlert**

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CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, or email. CougarAlert may be triggered for evacuation, inclement weather, power outages, or unscheduled closure but not for promotional purposes. During emergencies, go to [www.collin.edu](http://www.collin.edu) for details. If a closure notice is not posted on the website, the college is open. College-issued email and home phone numbers are automatically loaded into CougarAlert, but students can and should add text and additional email contacts as needed. See [www.collin.edu/cougaralert.html](http://www.collin.edu/cougaralert.html) for instructions. (Standard text messaging fees from service providers may apply.)

## **6.8 Crime Statistics**

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The Collin College Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on the web at [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/). Campus crime, arrest, and referral statistics include those reported to Collin College Police, designated campus officials, and local law enforcement agencies.

The Collin College Police Department maintains a daily log of police activity. For the most current information, contact the Collin College Police Department at 972.578.5555. Information provided by the state concerning registered sex offenders who are on campus may be obtained from the Collin College Police Department. The Collin College Police Department has a policy prohibiting racial profiling and offers a complaint procedure. See any Collin College police officer for further information. In compliance with the act, the following information is provided:

January 1 thru December 31, 2012*+	CPC	CYC	PRC	SCC	AL	RW	CCA	CHEC
<b>Aggravated Assault</b>								
a. Aggravated assault	0	0	1	0	0	0	1	0
b. Intimidation	0	0	0	2	0	0	0	0
c. Simple assault	1	0	1	8	0	0	1	0
<b>Arson</b>	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	1	0	0	0	0	0
<b>Criminal Homicide:</b>								
a. Murder	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0
c. Non negligent manslaughter	0	0	0	0	0	0	0	0
<b>Kidnapping/Abduction</b>	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	1	0	0	0	0	0
<b>Other Crimes:</b>								
a. Arrests for liquor law violations, drug law violations, and illegal weapons possession	0	0	2	1	0	0	0	0
b. Referred for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	1	2	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0
<b>Sexual Assault</b>								
<b>Forcible sex offenses</b>								
a. Forcible fondling	0	0	0	0	0	0	0	0
b. Forcible rape except statutory	0	0	0	2	0	0	1	0
c. Forcible sodomy	0	0	0	0	0	0	0	0
d. With an object	0	0	0	0	0	0	0	0
<b>Non-Forcible sex offenses</b>								
a. Incest	0	0	0	0	0	0	0	0
b. Statutory rape	0	0	0	0	0	0	0	0
<b>Vandalism</b>	4	1	9	13	0	0	0	0

\* None of the reportable offenses, listed above were considered hate/bias crimes in accordance with 42.014 Texas Code of Criminal Procedure.

+ Definitions of crimes statistics categories may be found on the Collin College Police Department web page at [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

January 1 thru December 31, 2011*+	CPC	CYC	PRC	SCC	AL	RW	CCA	CHEC
<b>Aggravated Assault</b>								
a. Aggravated assault	0	0	0	0	0	0	0	0
b. Intimidation	0	0	1	3	0	0	0	0
c. Simple assault	2	0	2	1	0	0	1	0
<b>Arson</b>	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	2	5	0	0	0	0
<b>Criminal Homicide:</b>								
a. Murder	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0
c. Non negligent manslaughter	0	0	0	0	0	0	0	0
<b>Kidnapping/Abduction</b>	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0
<b>Other Crimes:</b>								
a. Arrests for liquor law violations, drug law violations, and illegal weapons possession	1	0	3	2	0	0	1	0
b. Referred for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	1	0	3	1	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0
<b>Sexual Offenses</b>								
<b>Forcible sex offenses</b>								
a. Forcible fondling	0	0	0	0	0	0	0	0
b. Forcible rape except statutory	0	0	0	0	0	0	1	0
c. Forcible sodomy	0	0	0	0	0	0	0	0
d. With an object	0	0	0	0	0	0	0	0
<b>Non-Forcible sex offenses</b>								
a. Incest	0	0	0	0	0	0	0	0
b. Statutory rape	0	0	0	0	0	0	0	0
<b>Vandalism</b>	1	2	6	10	0	0	1	0

\* None of the reportable offenses, listed above were considered hate/bias crimes in accordance with 42.014 Texas Code of Criminal Procedure.

+ Definitions of crimes statistics categories may be found on the Collin College Police Department web page at [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

January 1 thru December 31, 2010*+	CPC	CYC	PRC	SCC	AL	RW	CCA	CHEC
<b>Aggravated Assault</b>								
a. Aggravated assault	1	0	0	0	0	0	1	0
b. Intimidation	0	0	0	1	0	0	0	0
c. Simple assault	0	0	1	1	0	0	2	0
<b>Arson</b>	0	0	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	1	0	0	4	0
<b>Criminal Homicide:</b>								
a. Murder	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0
c. Non negligent manslaughter	0	0	0	0	0	0	0	0
<b>Kidnapping/Abduction</b>	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	1	0	0	0	0
<b>Other Crimes:</b>								
a. Arrests for liquor law violations, drug law violations, and illegal weapons possession	0	0	2	5	0	0	6	0
b. Referred for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0
<b>Sexual Offenses</b>								
<b>Forcible sex offenses</b>								
a. Forcible fondling	0	0	0	0	0	0	0	0
b. Forcible rape except statutory	0	0	0	0	0	0	0	0
c. Forcible sodomy	0	0	0	0	0	0	0	0
d. With an object	0	0	0	0	0	0	0	0
<b>Non-Forcible sex offenses</b>								
a. Incest	0	0	0	0	0	0	0	0
b. Statutory rape	0	0	0	0	0	0	0	0
<b>Vandalism</b>	9	0	8	7	0	0	3	0

\* None of the reportable offenses, listed above were considered hate/bias crimes in accordance with 42.014 Texas Code of Criminal Procedure.

+ Definitions of crimes statistics categories may be found on the Collin College Police Department web page at [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

## 6.9 Easel Reservations

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Easels may be checked out by college departments and student organizations for temporary display of promotional materials on campus, when available. For information, contact Student Life (CPC: 972.548.6788, PRC: 972.377.1788, or SCC: 972.881.5788).

## 6.10 Emergency Closing of the College District

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If classes are cancelled, 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 4 p.m. for evening classes and by 6 a.m. for day classes. If a closure notice is not posted on the website, the college is open.

### Radio Stations:

570 AM, KLIF	94.9 FM, KLTU	100.3 FM, Jack FM
820 AM, WBAP	95.3 FM, KHYI	103.7 FM, Lite FM
1080 AM, KRLD	96.3 FM, KSCS	104.1 FM, The Ticket
1310 AM, The Ticket	98.7 FM, KLUV	105.3 FM, The Fan
90.1 FM, KERA	99.5 FM, The Wolf	107.5 FM, Mega

### Television Stations:

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

## 6.11 Emergency Procedures

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

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

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

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

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

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

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

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

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

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

## **6.12 Financial Aid**

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### **FINANCIAL AID**

As a service to Collin College students, the Financial Aid Office administers a comprehensive financial aid program that includes grants, loans, and part-time employment for those who meet the eligibility requirements. A primary purpose of the Collin College financial aid program is to provide assistance for students who might otherwise find it difficult or impossible to attend college. All students are encouraged to apply for financial aid.

If students have questions or need assistance, they can contact the Financial Aid Office via phone or visit any campus Financial Aid Office. Financial aid staff members are trained to assist students in realizing their educational goals by answering questions, providing appropriate forms and instructions, and referring students to other resources as needed.

For more information, please visit the Financial Aid Office webpage at: <http://www.collin.edu/gettingstarted/financialaid/index.html>.

Students receiving financial aid should not withdraw from all of their classes without first consulting the Financial Aid Office. In addition, all financial aid students must become familiar with the standards of academic progress required to remain eligible for financial aid.

Federal law requires a financial aid student to complete at least 60 percent of each semester. If a student completely withdraws before the 60 percent point in the semester, that student will need to repay a portion of the financial aid funds received. A financial aid student who earns all "F's" for the semester must have at least one (1) professor provide proof to the Financial Aid Office that the student was in an academically related activity for 60 percent of the semester. Otherwise, that student will owe money back to the financial aid program.

## APPLYING FOR AID

Students can apply for aid online using the Free Application for Federal Student Aid (FAFSA) located at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Collin College's Title IV School Code is 016792 and must be reported on the FAFSA application in order for aid to be processed by Collin College.

## DEADLINES

Students must apply for financial aid each year. Students wanting to receive priority consideration should apply as early as possible. The new FAFSA is typically available after January 1 each year. Students who meet the priority deadline will have aid in place before the payment deadline. Students who miss the priority deadline will still be processed. However, these students should make arrangements to pay for their own tuition, fees, books, and supplies before the payment deadline. A file is considered having met the priority deadline if the FAFSA is on file, and any/all required documentation is complete, correct, and submitted by the priority deadline.

### Priority deadlines are as follows:

Fall Semester - May 1

Spring Semester - November 1

Summer Semesters - March 1

## FINANCIAL AID PROGRAMS – FEDERAL ASSISTANCE

*Actual award amounts are determined by federal guidelines, a demonstration of need, and the student's enrollment. Collin College participates in the following financial aid programs:*

**Federal Pell Grant** – Eligibility for the Pell Grant is based on the financial need of the student and/or the student's family, as well as the student's enrollment status.

Financial need is determined by the U.S. Department of Education from information provided on the student's FAFSA (Free Application for Federal Student Aid). The standard formula, established by Congress, produces an Expected Family Contribution (EFC) that indicates how much a student, and their spouse or family, is expected to contribute financially toward the cost of their education. EFC's within a particular range (varies by year and consists of those students determined to have the "most need") will be eligible for Pell Grant provided the student meets all other eligibility criteria.

In general, only undergraduate students are eligible to receive a Pell Grant. A student who has earned a baccalaureate or a first professional degree is not eligible to receive a Pell Grant.

**Federal Supplemental Educational Opportunities Grant (FSEOG)** – FSEOG is limited by the availability of funds and is awarded to those students considered to have exceptional financial need. Priority is given to federal Pell Grant recipients.

**Federal Work Study** – Students demonstrating financial need may be considered for the work study program. Students are employed part-time at various jobs on campus or at other College District approved sites. Students are allowed to earn the amount designated in their award package as long as they maintain a 2.0 GPA and are enrolled in at least six (6) credit hours.

**Federal Direct Loan Program** – This program permits students to borrow low-interest loans from the Department of Education provided the student is enrolled and attending at least half time and otherwise meets eligibility criteria. The federal government pays interest on the subsidized (need based) amount borrowed until the student graduates or ceases to be enrolled at least half time. Unsubsidized loans (non-need based) are also available to otherwise eligible students. Students are responsible for the interest accruing on these loans while attending school. The interest rate for subsidized loans for the 2012-2013 academic year was 3.4 percent, while the interest rate for unsubsidized loans was 6.8 percent.

**Direct Parent Loans to Undergraduate Students (PLUS)** – PLUS loans are available to parents who want to borrow money to help defray the cost of their dependent children's education. Like Direct loans, PLUS loans are offered by the Department of Education. Parents may borrow up to the cost of attendance minus any other educational resources and financial aid awarded to students. These loans have a higher interest rate than Direct loans and the borrower is responsible for paying all the interest that accrues. The interest rate on PLUS loans for the 2012-2013 year was 7.9 percent.

## **FINANCIAL AID PROGRAMS – STATE ASSISTANCE**

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

**TEXAS Grant (Towards EXcellence, Access and Success)** – Students graduating high school after December 1998 may be eligible for this grant if the following conditions are met:

- Are a Texas resident
- Do not have a felony drug conviction
- Graduated high school in the recommended or distinguished programs



- Graduated from a Texas high school within 16 months of application
- Are in their first 30 hours of college
- Registered with Selective Service, if required
- Have an Expected Family Contribution (EFC) as determined by FAFSA of 4,000 or less for initial awards, and have unmet need for renewal awards
- Are enrolled at least three-quarter time (nine (9) hours)

Students who meet the qualifications are eligible for up to 75 hours at a community college. This grant covers the cost of tuition and fees and is renewable during the undergraduate career, as long as the student meets the requirements. For the first year, students must meet the college's Satisfactory Academic Progress (SAP) requirements. (Please refer to the *Institutional Policy of Satisfactory Academic Progress* listed below for more information.) To continue receiving the TEXAS Grant, the student must complete 24 hours each academic year, maintain a 2.5 cumulative GPA, and complete at least 75 percent of their coursework.

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

- Are a Texas resident
- Do not have a felony drug conviction
- Are within their first 30 hours of college
- Registered for Selective Service, if required
- Have an Expected Family Contribution (EFC) as determined by FAFSA of \$2,000 or less for initial awards, and unmet need for renewal awards
- Are enrolled in at least six (6) hours (half time).

Students who meet the qualifications are eligible for up to 75 hours at a community college. Additionally, a student receiving this grant may become eligible for the TEXAS Grant once they transfer to a university. For the first year, students must meet the college's Satisfactory Academic Progress (SAP) requirements. (Please refer to the *Institutional Policy of Satisfactory Academic Progress* listed below for more information.) To continue receiving this grant, the student must complete 24 hours each academic year, maintain a 2.5 cumulative GPA, and complete at least 75 percent of their coursework.

For additional information about either of the above grants, please contact the Financial Aid Office.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

*School policy: 34 CFR 668.16(e); Student eligibility: 34 CFR 668.32(f), 34 CFR 668.34*

To be considered administratively capable, a school must have a satisfactory academic progress policy, for a Federal Student Aid (FSA) recipient, that is the same as or more strict than the school's standards for a student enrolled in the same educational program, who is not receiving assistance under a FSA program.

## Basic Elements of a Satisfactory Academic Progress Policy

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

- **a qualitative component** consisting of grades or comparable factors that are measurable against a norm (a GPA component),
- **a quantitative component** that consists of a maximum time frame in which a student must complete his or her educational program, subdivided into increments (aka the 150 percent rule), and
- **a measurement of progress** meaning the student must be completing a certain percentage of classes to be considered making adequate progress.

## Student Eligibility

To be eligible for FSA funds, a student must make satisfactory academic progress as defined by the school.

A student who loses FSA eligibility because he or she is not meeting the school's satisfactory academic progress standards will regain eligibility when it is determined that the student is again meeting the standards.

In most cases, the student may also regain eligibility by successfully appealing a determination that the student was not making satisfactory progress. The school must document each case.

## What is your SAP Status?

An explanation of the different SAP Statuses can be found on the college's website at [http://www.collin.edu/shared/shared\\_finaid/pdf/SAP\\_status\\_codes\\_on\\_Cougar\\_web.pdf](http://www.collin.edu/shared/shared_finaid/pdf/SAP_status_codes_on_Cougar_web.pdf).

Students can also see this explanation in the financial aid section of CougarWeb.

## INSTITUTIONAL POLICY OF SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID (Effective August 2011)

This is an official statement of Collin College's policy related to the financial aid operational definition of student Satisfactory Academic Progress for 2011-2012 and subsequent academic years.

### I. Incremental Measurement of Progress

At least once each academic year, the Financial Aid Office evaluates the satisfactory academic progress of Collin College students who receive financial aid including grade point average and the percentage of hours completed.

### II. Grade Point Average (GPA) Requirements

A student with a cumulative GPA of 2.0 or above and who meets the requirements under Items III and IV is considered to be making Satisfactory Academic Progress,

including enrollment during the summer semesters. Withdrawals, incomplete courses, transfer coursework, and repeated courses (when the repeated course is not the better grade) do not affect GPA.

### **III. Completion Requirements**

1. Enrollment status (hours attempted) is determined by the student's enrollment on census date (12th class day during the fall and spring semesters; 4th class day during the summer semesters).
  - a. Twelve (12) or more hours is considered full time.
  - b. Nine (9) to eleven (11) hours is considered three-quarter time.
  - c. Six (6) to eight (8) hours is considered half time.
  - d. One (1) to five (5) hours is considered less than half time.
2. Students must complete (earn) 67 percent of attempted hours that count towards progress.
  - a. Withdrawals, grades of "F", incomplete courses, repeated courses, courses taken during the summer sessions, non-credit remedial coursework, and transfer coursework are counted toward attempted hours.
  - b. A grade of "A", "B", "C", and "D", transfer coursework, courses taken during the summer sessions, and repeated courses (when the repeated course is the better grade) are counted toward hours completed (earned).
3. Students who completely withdraw from a semester while on aid (either officially or unofficially) are no longer eligible for financial aid.

### **IV. Maximum Time Frame**

The maximum number of hours a student may attempt is limited to 150 percent of the published length of the program. All hours, including those taken while not receiving Title IV aid, those taken under a different major, hours attempted during summer sessions, remedial hours, ESL hours, and hours transferred in from previous/ other institutions, etc. shall be counted toward total hours attempted and earned.\*

*\*Note: The Admissions and Records Office (ARO) is the point of record for determining the number of credit hours that transfer into the institution.*

### **V. Failure to Meet the Standards of Academic Progress**

A student who is denied aid under this policy is once again eligible for aid after supplying the Financial Aid Office with documents proving that he or she meets the requirements under Items II, III, and IV, or is approved on appeal.

### **VI. The Appeal Process**

1. Federal regulations allow a student to appeal an adverse Satisfactory Academic Progress finding based on (a) the death of a relative, (b) an injury or illness of the student, or (c) other special circumstances.
2. A student who wants to appeal shall do so by submitting the college's approved Satisfactory Academic Progress Appeal form to the Financial

Aid Office during the award year. Students are **STRONGLY** encouraged to provide supporting documentation to support their appeal. Appeals without back-up documentation are much less likely to be approved.

3. A student whose appeal is approved is automatically placed on financial aid probation for one (1) payment period unless placed on an academic plan by the Financial Aid Office.

At the end of the probation period, the student must be making Satisfactory Academic Progress as defined in Items II, III, and IV to remain eligible for financial aid. If the student is not making Satisfactory Academic Progress at the end of the probation period, the student must again submit an appeal with supporting documentation. If approved, the student will be placed on an academic plan by the Financial Aid Office. Students wanting to change the terms of their academic plan must submit an appeal explaining the reasons why they want to change the plan.

At the end of the time frame designated in the academic plan, the student must be making Satisfactory Academic Progress as defined in Items II, III, and IV to remain eligible for financial aid. If the student is not making Satisfactory Academic Progress at the end of the academic plan time frame, they are ineligible for financial aid until they are once again meeting the SAP requirements. This situation is not appealable.

4. A student whose appeal is denied by the Financial Aid Appeals Committee may appeal to the Financial Aid Task Force. The student must provide written notice of intent to do so to the financial aid division secretary.

### **Additional Information: Return of Title IV Funds**

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the term. After the 60 percent point, all aid is considered earned. The percentage earned is calculated by dividing the number of days completed by the number of days in the repayment period. It is the unearned percentage of aid that determines the amount that must be returned to the Title IV program(s) in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct Parent PLUS Loan, Pell Grant, and SEOG. The student is not responsible for returning funds to any program to which the students owes \$50 or less. The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program. Title IV grant program sources include: Pell and SEOG. The Department of Education considers a student who earns all "F's" to have unofficially withdrawn unless a professor can prove otherwise. The college, as well as the student may be required to return to the federal government the unearned portion of Title IV funds. The institution will require students to repay charges resulting from the institution's portion of the return of unearned Title IV aid. This may cause the student to

owe both the college and the federal government. Students withdrawing prior to disbursement may be eligible for a post-withdrawal disbursement. Students who are considering withdrawing should contact the Financial Aid Office for a thorough explanation of how this policy will affect them.

## **FINANCIAL AID PROGRAMS – OTHER**

### **Tuition Exemptions**

State tuition waivers and exemptions provide qualifying students with exemptions from certain tuition and fee charges in public colleges. Contact either the Financial Aid Office or the Admissions and Records Office for additional information regarding a specific waiver or exemption. A few of the state exemptions and waivers are listed below.

### **Financial Aid Exemptions**

Deaf/blind students • adopted students and students who were in foster care • children of deceased or disabled fireman and peace officers • children of prisoners of war or persons missing in action • firemen enrolled in fire science courses • police officers enrolled in law enforcement or criminal justice courses • children of professional nursing staff • Hazelwood Act • highest ranking high school graduate • orphans of national guard members

### **Admissions Waivers**

Ad-valorem Tax • Concurrent Enrollment • Contract Training for Out of District • Dual Agreement with Dallas County • Senior Citizen

### **Veterans Educational Benefits**

Students requesting veterans' educational benefits at Collin College should submit all documentation to the Financial Aid (FA)/Veterans Affairs (VA) Office at least *six (6) weeks prior* to registration, if possible. The steps necessary to do this include:

1. Gain admission to Collin College through the Admissions and Records Office.
2. Submit a degree plan request and all required VA forms to the Financial Aid/Veterans Affairs Office.
3. Ensure all official transcripts from prior institutions are submitted to the degree plan coordinator (Admissions and Records Office) for transfer evaluation.\*

*PLEASE NOTE: Only after an official degree plan is on file will notification of enrollment be sent to the Department of Veterans Affairs. Only classes that are on the official degree plan will be paid for. It is the student's responsibility to ensure the degree program selected is a program approved by the Texas Workforce Commission and the Department of Veterans Affairs.*

\* A degree plan will NOT be completed until all OFFICIAL transcripts and the DD214 (where applicable) are on file with the Admissions and Records Office.

Failure to submit all official transcripts (and the DD214 where applicable) in a timely manner will result in a delay of certification of enrollment and/or non-certification, if the student registers for courses for which previous credit may be granted.

Any class that is recommended but not required by a degree program cannot be certified with the VA. Additionally, classes required for graduation at another institution, but not by Collin College, cannot be certified. Developmental courses will only be certified if the student has assessed into the course(s) and only if the class is a “traditional” class. A traditional class is where the student physically attends the class and a teacher instructs the class at each meeting. Online, pod, flex, and blended courses are all considered distance courses (not traditional courses) by the VA; therefore, they are not eligible for certification

Veteran students’ enrollment is certified according to the date of registration, as long as the degree evaluation has been completed. Therefore, it is strongly recommended that veteran students register for classes as early as possible each semester.

It is the student’s responsibility to notify the Financial Aid/Veterans Affairs Office whenever they change their schedule (i.e., add or drop classes).

THE STUDENT IS RESPONSIBLE FOR REGISTERING FOR THE CORRECT COURSES. THE VA WILL ONLY PAY FOR COURSES REQUIRED FOR GRADUATION. PLEASE BE CAREFUL WHEN TAKING ELECTIVE COURSES - THEY MAY NOT BE ELIGIBLE FOR CERTIFICATION.

It is assumed that continuing students want to be certified for any subsequent enrollment unless they notify the Financial Aid/Veterans Affairs Office in writing. Requests for certification of a prior term will be processed in accordance with standard VA policy and will not be processed ahead of the normal scheduled workload for that term.

If the student has not been in attendance for two (2) regular 16-week semesters, additional VA documents will be required, as well as any transcripts from any schools in attendance during the break.

ALL DEGREE PLAN CHANGES MUST BE MADE THROUGH THE FINANCIAL AID/VETERANS AFFAIRS OFFICE. Please contact the FA/VA Office on campus. Allow at least six (6) weeks for the new degree plan request to be evaluated. It is the student’s responsibility to notify the FA/VA Office once the degree plan has been completed.

## **Veterans Academic Progress**

Students receiving veterans' benefits must maintain satisfactory academic progress while attending Collin College. Satisfactory Academic Progress is defined as:

1. Maintaining a 2.0 cumulative GPA. Students failing to make Satisfactory Academic Progress will be reported to the Veterans Regional Office as being on academic suspension at the end of the second consecutive semester when the cumulative GPA remains below 2.0. Developmental courses will be included to determine the cumulative GPA.
2. A grade of "D" or better received at Collin College, or any other college, is a passing grade and may not be repeated for benefits. If a non-punitive grade of "I" is assigned to a course and is not converted to a punitive grade, this will be reported to the Veterans Affairs Regional Office within 30 days, and benefits will be reduced accordingly. Students receiving a grade of "F" may repeat the course with benefits *one (1) time* at Collin College.
3. Withdrawal from a class, whether self-initiated or otherwise, may result in the student being obligated to repay any overpayment of benefits unless the VA approves written extenuating circumstances submitted by the student.
4. Regular class attendance is required to provide necessary documentation of attendance.

## **COLLIN COLLEGE SCHOLARSHIP INFORMATION**

**Collin College Foundation Scholarships** – Academic scholarships for Collin College students are awarded through the Collin College Foundation. Numerous scholarships are available to new and continuing students. These scholarships are designed to encourage and assist students in pursuing academic excellence at the college. Scholarships are awarded for several reasons, including academic achievement, merit and/or financial need. All students are encouraged to apply for foundation scholarship awards.

Collin College Foundation scholarship applications are accepted online at [www.collin.edu/foundation](http://www.collin.edu/foundation). Applications are available each January for the following academic year, with a submission deadline of April 15. For further information, contact the Foundation Office at 972.599.3145.

**Collin College Athletic Scholarships** – Scholarships are available for men's and women's basketball and tennis.

**Collin College Departmental Scholarships** – Music, photography, and theater scholarship information is located in the Foundation Office, in the individual department offices, and on the scholarship bulletin boards at CPC, PRC, and SCC.

### **6.13 Fire Evacuation**

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Fire exits are posted on each floor on all campuses. If an alarm is activated, students should leave the building in a timely manner by the marked exits, unless otherwise instructed, and move as far away from the building as possible. Upon receiving verbal authorization from Collin College Police, an administrator in charge, or a faculty member, students should return to classes, quickly and quietly. If there are questions, please ask a staff or faculty member.

### **6.14 Freedom from Capricious Grading**

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Students have a right to be free from capricious grading and to be treated fairly in grading and classroom practices. In most circumstances, students should seek to settle any dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be settled in this way, students should consult the appropriate dean or academic chair. If the issue remains unresolved, the student may appeal to the Grade Appeals Board (GAB).

Appeals to the GAB shall be filed with the chair of the GAB no later than the last regular class day of the next long semester after receiving the grade. An allegation of capricious grading shall be handled according to Section 6.15 *Grade Appeals Procedure*, of the Collin College Student Handbook.

### **6.15 Grade Appeals Procedure**

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The following procedure is available only for review of alleged capricious grading and not for review of the judgment of a professor in assessing the quality of a student's work.

#### **Capricious Grading**

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

- A. the assignment of a grade to a student on some basis other than performance in the course;
- B. the assignment of a grade to a student by more exacting or demanding standards than were applied to other students in that course; and/or
- C. the assignment of a grade by a substantial departure from the professor's standards announced and provided during the first part of the term.

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of Collin College faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at the College District, and the integrity of degrees conferred by Collin College, that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any course grade be based on evidence of the student's performance in a course, that the student have access to the evidence,



that the professor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with published guidelines. These guidelines should be published and announced in each class within the first week of the semester.

At any time, a student may seek the counsel of a designated Collin College representative regarding the procedure for appealing alleged capricious grades or the merits of a particular case.

### **Seeking Clarification of Capricious Grading**

A student who believes a term grade is capricious may seek clarification, and where appropriate, redress as follows:

- A. The student shall confer with the professor, inform the professor of questions concerning the grade, and seek to understand fully the grounds and procedures the professor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor cannot be contacted, the academic dean shall appoint the academic chair (or designee) to act for the professor.
- B. If, after consultation with the professor (or designee), the student believes that a grade is capricious, the student shall confer with the appropriate academic dean. The dean shall consult and advise with both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.
- C. If steps (A) or (B) above do not resolve the problem, the student may submit a written petition with supporting documentation via email to the chair of the Grade Appeals Board at [gradeappeals@collin.edu](mailto:gradeappeals@collin.edu). This petition form may be obtained from the Admissions and Records Office at any campus, online through CougarWeb on the My Courses tab under Rules and Regulations, or on the college website in the Student Resources section under Academic Support. A written petition without supporting documentation will not be considered. Examples of supporting documents may include, but are not limited to, course syllabus, copies of emails exchanged between professor and student, doctor's statements, etc.

**Again, grade appeals of any type shall be instituted no later than the last regular class day of the next long semester after receiving the grade.**

### **Petitioning for a Grade Appeal Hearing**

The petition should be written to:

- A. request a hearing with the GAB;
- B. present evidence allegedly proving that the grade is capricious as defined above; and
- C. present the student's conclusions.

The chair of the Grade Appeals Board will then contact the professor to determine the professor's position. Based on the student's petition, the professor's response, and interviews by the chairperson of the Grade Appeals Board with the student and the professor, the GAB will conduct an inquiry that may include a meeting with the student and the professor, separately or together, to ascertain and consider relevant facts.

### **Decision of the Grade Appeals Board**

The GAB will make one (1) of these decisions:

- A. that the grade was not assigned capriciously and the grade will stand as assigned; or
- B. that the grade may have been assigned capriciously and merits further consideration.

If further consideration is needed, the GAB may then arrange for the professor (or designee) or a group of two (2) departmental/program colleagues to re-examine all the evidence of the student's work. The GAB will, as a result of this further consideration, recommend to the appropriate vice president/provost a grade the same as or different from the original grade. If the decision is to change the grade, the Grade Change Form will be sent to the appropriate vice president/provost (or designee) for signature, and then forwarded to the registrar.

If the decision is that the grade will remain as assigned, the student will be notified in writing of that decision. The decision of the GAB will be final.

- A. At all points of the decision, the student, the professor, the academic dean, and any parties involved will be notified after each decision has been reached.
- B. If the grade is changed, the Grade Change Form will be completed by the appropriate vice president/provost and submitted to the registrar for processing. A copy of the final Grade Change Form will be distributed to the professor (or designee), the academic dean, the chairperson of the Grade Appeals Board, and other appropriate parties.
- C. In accordance with Collin College personnel procedures, no decision of the Grade Appeals Board, by itself, will be a basis for disciplinary action against a professor.
- D. Students having a grievance with academic or classroom related problems, other than their final grade, should first consult the professor. If the grievance is not resolved, the student should contact the appropriate academic dean. If the matter is still not resolved, the student may appeal to the appropriate vice president/provost.

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

## 6.16 Health Information

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

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

### AIDS Information

Collin College has adopted the HIV/AIDS Model Workplace Guidelines approved by the Texas Department of State Health Services. These guidelines, the College District's AIDS policy, and a brochure developed by the Texas Department of State Health Services (TDSHS) entitled, "HIV and AIDS: Facts You Should Know" are available upon request from Counseling Services. Confidentiality of these requests will be honored.

### Bacterial Meningitis

State Law (SB 1107) requires all new students under the age of 30 entering a higher education institution to show proof of having the vaccine 10 days prior to the start of the term. Effective October 1, 2013, State Law (SB 62) will only require all new students under the age of 22 to show proof of having the vaccine 10 days prior to the start of the term. Refer to the current Collin College *Registration Guide* for more information [www.collin.edu/academics/class\\_schedule.html](http://www.collin.edu/academics/class_schedule.html).

Bacterial meningitis is an infection of the brain and spinal cord that causes inflammation of the membranes that surround the brain. Bacteria that cause meningitis may also infect the blood. Several different types of bacteria can cause meningitis. The leading cause of bacterial meningitis in the U.S. is *Neisseria meningitidis*, also called meningococcal meningitis (CDC, *Meningococcal Disease*, 2013). Bacterial meningitis strikes about 1,500 Americans each year, and about 15 percent are adolescents and young adults (National Meningitis Association, 2013).

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

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

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. **These can occur anywhere on the body. This is a sign of a very serious infection that needs immediate medical care.**

*How is bacterial meningitis diagnosed?*

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

### *How is bacterial meningitis transmitted?*

The disease is spread through air droplets or through direct contact with infected people. Direct contact can happen when people kiss, cough, share drinks or cigarettes, or if they provide certain types of medical aid to a person with bacterial meningitis. When it is spread, exposed people typically become ill within three (3) to seven (7) days (CDC, *Meningococcal Meningitis*, 2013).

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

Vaccination against meningococcal disease is recommended for persons at an increased risk of getting bacterial meningitis. Those persons include, but are not limited to, adolescents from ages 11–18 years, college freshman living in dormitories (or sharing apartments), anyone who has a damaged spleen or whose spleen has been removed, and people who have been exposed to meningitis during an outbreak (CDC, *Vaccination Information Statement*, 2011).

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

While most people recover fully, 11 percent of people who have blood or brain infections caused by *Neisseria meningitidis* will die (National Meningitis Association, 2013). About 20 percent of people who survive meningococcal disease will have permanent effects such as hearing loss, kidney disease, brain damage, or the loss of a limb (National Meningitis Association, 2013).

### *How can the disease be prevented?*

According to the National Meningitis Association (2013), “Vaccination is the only way to potentially prevent meningococcal disease.” However, practicing good hygiene is also important, since an infected person can transmit the disease through close contact or through air droplets when they cough or sneeze.

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

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur (CDC, *Vaccination Information Statement*, 2011).
- These vaccinations are effective against four (4) of the five (5) most common bacterial types that cause 70 percent of the disease in the U.S., but the vaccine does not protect against all types of meningitis (National Meningitis Association, 2013). The cost of the vaccine varies. The vaccination takes 7-10 days to become effective and develop protective antibody levels (MacNeil & Cohn, 2012).
- Vaccinations are available through local health care providers, many pharmacies, and county healthcare services.
- Collin County Healthcare Services offers the vaccine to children and adults. Individuals age 18 and younger may qualify to receive the meningococcal vaccination at a reduced cost.

### *What are the risks and possible side effects?*

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

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

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

### *Sources:*

Centers for Disease Control and Prevention (CDC). Meningococcal disease. Retrieved May 14, 2013, from [www.cdc.gov/meningococcal/about/](http://www.cdc.gov/meningococcal/about/).

Centers for Disease Control and Prevention. (CDC). (2011, October 14). Vaccine information statement *Meningococcal Vaccines: What you need to know*. Retrieved May 14, 2013, from <http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html>.

MacNeil, J., & Cohn, A. (2012). Meningococcal disease. In S. W. Roush, L. McIntyre, & L. M. Baldy (Eds.), *A manual for the surveillance of vaccine-preventable diseases* (5th ed.). (pp. 8-01 - 8-11). Retrieved May 16, 2013, from <http://www.cdc.gov/vaccines/pubs/surv-manual/index.html>.

National Meningitis Association (NMA). (2013). Meningitis. Retrieved May 13, 2013, from [www.nmaus.org/meningitis](http://www.nmaus.org/meningitis).

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

### **First Aid**

Although Collin College does not employ a nurse or physician, first aid kits are available at the Information Center, Fitness Center, Plant Operations, Student Life, and academic division offices.

## Immunizations

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

## Mental Health Leave of Absence

The College District may permit a temporary leave of absence for a student due to a mental health condition. The leave of absence will be at the request of the student and must occur by the following deadlines:

- Fall semester - first Monday in December
- Spring semester - first Monday in May
- Summer I - last Friday in June
- Summer II & III - last Friday in July

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

## Wellness

The Collin College Student Wellness Program is dedicated to helping students enjoy a healthier and more productive way of living. The goal is to provide programs and services that promote the idea and eventual practice of health responsibility. For more information on free fitness classes, seminars, and programs visit the website [http://ftp.collin.edu/ladams/new\\_wellness/index.htm](http://ftp.collin.edu/ladams/new_wellness/index.htm).

## 6.17 Libraries

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

**Checking Out Materials:** Students must present a current Collin College student ID for all library transactions. A student's library account number is available online through CougarWeb. Returning materials on time is the responsibility of the student. Due dates are given at checkout.

**Expectations of Users:** No food or drink is allowed in the libraries, except in designated areas. Disruptive behavior is prohibited. This includes, but is not limited to, excessive noise, intimidation, abuse, or other unruly actions. Libraries are cellular phone free zones. Damage or theft of library materials or equipment can result in fines and/or disciplinary action.

**Policy on Minors:** Minors (persons less than 16) must be accompanied by an adult (a person 18 or older) in college libraries at all times. Parents are responsible for monitoring their minors' access to library services and materials.

**Copyright:** Libraries follow all fair use standards and practices as set forth in copyright law.

**Internet Access:** College libraries provide Internet access for students' academic and research needs. If all computers are in use, a reference librarian has the authority to ask that a computer be made available for student research. Libraries support academic and intellectual freedom for library users; however, Internet users are not to create a harassing or offensive environment for other users.

## **6.18 Lockers**

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Student lockers are available in four (4) locations along the main corridor at SCC in modules B (first floor), J (first and second floor), and K (first floor). These lockers are designed for daily use only at a cost of 25 cents. Instructions for locker use are located at each site. Contents left overnight are subject to removal. Questions or concerns about the lockers should be addressed to Plant Operations. Lockers are also available outside of the CPC, PRC, and SCC Testing Centers. These lockers are free of charge while students are testing.

## **6.19 Lost and Found**

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Lost and found items will be held a minimum of one (1) month. Student Life is the lost and found headquarters at CPC, PRC, and SCC. At CYC, contact the Admissions and Records Office for lost and found items. The Student Services Center coordinates lost and found items at the CHEC. Collin College staff coordinates lost and found at the Allen and Rockwall Centers.

## **6.20 Parking**

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Students should adhere to the following parking regulations:

- Parking stickers are required at all campuses and the stickers are provided at no charge to students. Parking stickers are available at Information Centers, Student Life Offices, and Collin College Police Offices. Allen and Rockwall students should contact college staff for stickers.
- Disabled parking is available only for vehicles with state-approved permits. This parking is monitored by the Collin College Police Department and no exceptions can be authorized by Collin College. Unauthorized vehicles can be fined up to \$500.
- Vehicles parked in any area other than a designated parking space or lot may be towed at the vehicle owner's expense. For information regarding towed vehicles, contact the Collin College Police Department at 972.578.5555.
- It is unlawful to stop, stand, block, or park in Collin College fire lanes. Drivers are not allowed to block or impede lanes of traffic. Violators may be fined up to \$200.
- Information regarding parking and driving policies can be found on the Collin College Police Department website at [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

## **6.21 Public Transportation**

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### **TAPS Information**

TAPS provides transit services in Collin County including curb-to-curb service, hourly bus routes in McKinney, and regularly scheduled shuttles between McKinney and the DART Parker Road Light Rail Station, DFW Airport and Love Field Airport. For route information, fares, hours of operation, and to purchase tickets or passes, please visit their website at <http://www.tapsbus.com> or contact TAPS at 800.256.0911.

### **DART Information**

DART provides daily bus service to and from SCC and the surrounding community. Bus routes and schedules are available in the brochure rack located in the main hallway in the F-module. Students may also call DART directly at 214.979.1111 or visit their website at [www.dart.org/](http://www.dart.org/).

## **6.22 Registered Sex Offenders**

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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 College Police Department upon arrival. To register, contact an officer at 972.578.5555. Information regarding registered sex offenders at Collin College may be obtained from the Collin College Police Department at 972.578.5555.

## **6.23 Religious Holy Days**

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In accordance with Section 51.911 of the Texas Education Code, Collin College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days, and the form of notification of absence from each class under this provision, are available from the Admissions and Records Office.

## **6.24 Repeating Courses**

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



When a course is repeated:

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

Courses repeated before fall 2009 will have only the last grade and credits (whether higher or lower) earned used in computing the grade point average and applied toward degree or program requirements.

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

## **6.25 Rockwall Center (RW)**

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### **Staff**

A site coordinator is available during morning and evening hours Monday through Thursday in room 107 to answer questions and assist students. Individuals may also reach the site coordinator by phone at 214.771.4573.

### **Computer Room**

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

### **Parking**

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

### **Smoking, Tobacco Products, or Other Electronic Smoking Devices Prohibited**

Collin College students and staff are strictly prohibited from smoking and/or using tobacco products or other electronic smoking devices anywhere on the facilities or grounds of the Rockwall Center.

### **Textbooks**

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

## **6.26 Smoking, Tobacco, or Electronic Smoking Devices Prohibited**

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Collin College is a smoke and tobacco free institution. Smoking and/or using tobacco products or other electronic smoking devices is strictly prohibited anywhere on College District property or in campus buildings. Smoking and/or using tobacco products or other electronic smoking devices is also strictly prohibited on the campus grounds or buildings of the Allen Center and Rockwall Center. Violators of this policy may be issued a citation by the Collin College Police Department and face legal fines up to \$200. Additionally, violators may be subject to college disciplinary action by Collin College. For assistance with cessation, contact Counseling Services at 972.881.5126.

## **6.27 SOBI (Strategies of Behavioral Intervention) Committee**

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Collin College's SOBI committee retains a process to refer, report, assess, and assist students who may display various levels of distressed, disturbed, and/or unregulated behavior. The committee responds to distressed and threatening behavior in order to provide assistance and/or redirection in order to preserve a constructive learning environment. SOBI actions are not a substitute for disciplinary procedures and reports of *Student Code of Conduct* violations will be referred directly to the Dean of Student Development Office. To refer concerning behaviors, contact SOBI 972.881.5820 or <https://publicdocs.maxient.com/incidentreport.php?CollinCollege>.

## **6.28 Solicitation on Campus**

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### **Permissible Solicitation**

As used in this policy, the words "student solicitation" shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or an approved student organization.

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

- The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the appropriate campus vice president/provost, vice president of student development or a designated representative for the conduct of such activity.
- The sale or offer for sale of any food or drink item in an area designated in advance by the appropriate campus vice president/provost, vice president of student development, or a designated representative for the conduct of such activity.
- The collection of membership fees or dues by approved student organizations at meetings of such organizations scheduled in accordance with Collin College's regulations on use of facilities (see the *Code*, Chapter 1, Section 7-1.1 *Authorized Use of Facilities*).

- The collection of admission fees for the exhibition of movies or other programs that are sponsored by a student or an approved student organization, and are scheduled in accordance with Collin College regulations.
- The activities of a student or an approved student organization that can present to the appropriate campus vice president/provost, vice president of student development, or designated representative written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code. No organization may solicit under this section for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

### **Solicitations**

No student solicitation shall be conducted on the grounds, sidewalks, or streets of any property or facilities either owned or controlled by Collin College except as approved by the appropriate campus vice president/provost, vice president of student development, or designated representative.

Student solicitation made pursuant to the terms of this policy shall be conducted according to the following:

- The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by Collin College.
- The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by Collin College.
- The solicitation shall not harass, embarrass, or intimidate the person or persons being solicited.

If, after a reasonable investigation, the appropriate campus vice president/provost, vice president of student development, or a designated representative determines that a solicitation is being conducted in a manner that violates this policy, the appropriate campus vice president/provost, vice president of student development, or designated representative may prohibit the offending student or approved student organization from soliciting on the campus for such period or periods of time determined to be appropriate. In the case of an approved student organization, the vice president of student development or designated representative may cancel, deny, sanction, or terminate the approved status of the organization. A student in violation of this policy shall also be subject to the initiation of disciplinary proceedings as outlined in Chapter 7 of this *Code*. Any investigation shall afford the accused student or approved student organization a fair process in accordance with the *Student Code of Conduct*, Board policies, laws, and Collin College regulations, procedures, or administrative rules.

## **Fundraising**

Only organizations or individuals authorized by Collin College shall be allowed to sponsor and engage in fundraising activities under the name of Collin College. All such activities must be compatible with the mission and objectives of Collin College and must be approved in advance by the appropriate campus vice president/provost, vice president of student development, or designated representative.

## **Petitions, Handbills, and Literature**

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

No person or organization may publicly distribute on Collin College property or facilities one (1) or more petitions, handbills, or pieces of literature that are obscene, libelous, or that contain non-permissible solicitation. Distribution must be conducted so as not to interfere with the free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities. No person or organization may distribute literature by accosting individuals or by hawking or shouting. The distributor must clean the area around which the literature was distributed.

## **Use of Collin College Trademarks**

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

## **6.29 Student Right to Know**

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

## **6.30 Student Self-service Enrollment Verification**

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This program provides students with online access to enrollment verification services from the National Student Clearinghouse. By using a link in CougarWeb, students can achieve the following:

- Print a certificate of enrollment that can be forwarded to a health insurer, housing provider, credit issuer, employment agency, or other student services providers.
- View enrollment information that may have been provided to a student services provider.
- View electronic notifications and deferment forms that have been sent to lenders, servicers, and guarantors.
- View a list of their lenders and link to real-time student loan information

detail, such as outstanding principal balance and the next payment due date that some lenders provide.

For detailed instructions, go to [www.collin.edu](http://www.collin.edu), the college catalog, or the *Registration Guide*.

Students may contact the National Student Clearinghouse directly at 703.742.7791 or [www.studentclearinghouse.org/](http://www.studentclearinghouse.org/) for further questions concerning their enrollment verifications.

### **6.31 Student Suggestions and Concerns**

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The Dean of Student Development Office addresses issues such as student rights, student concerns, parental concerns, responding to crisis situations, harassment, and discipline. Individuals with questions or concerns can contact the dean of student development on the appropriate campus (CPC: 972.377.1595, PRC: 972.881.5902, or SCC: 972.881.5604). Students may also reach the Dean of Student Development Office on the Collin College website at [www.collin.edu/studentresources/deanofstudents/index.html](http://www.collin.edu/studentresources/deanofstudents/index.html). Students must provide either a CougarMail email address or a phone number, if they would like to be contacted regarding their concerns.

### **6.32 Student Travel**

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

### **Behavior**

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

### **Custodian of Records**

The academic dean is the custodian of all liability waivers for academic student travel. The athletic director is the custodian of all athletic liability waivers for athletic travel. The director of student life is the custodian of all liability waivers for student organization travel.

### **Daily Meeting**

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

## **Liability Waiver Form**

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

## **Lodging Provisions**

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

## **Transportation**

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

Collin College employees shall not transport students in personal vehicles. Advanced written approval from the appropriate administrator shall be obtained before any Collin College employee transports students in a College District-owned or -leased vehicle. Travel arrangements for student groups shall be made in accordance with administrative regulations. Collin College employees are prohibited from organizing and/or sanctioning students to carpool to events.

Acceptable forms of transportation include but are not limited to:

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

\*A student who elects to take his or her own vehicle or transportation not provided by Collin College must execute and submit the *Release of Liability via Alternative*

*Transportation form to the appropriate vice president at least five (5) academic calendar days (not including weekends) prior to the date of the event. For academic events, this form should be submitted to the appropriate academic dean and campus vice president/provost. For student organization events, this form should be submitted to the director of student life and the vice president of student development or designee.*

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

### **Travel Exceptions**

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

### **Online Travel Orientation**

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

## **6.33 Testing Centers and Assessment Services**

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Testing Centers are located at CPC, PRC, and SCC for assessments for course placement, credit by exam testing, limited instructional testing, ESL assessments, tests for TSI purposes, and proctoring of correspondence exams. Collin College is an official testing site for ACT (American College Testing Program), CLEP (College-Level Examination Program), and QuickTHEA (Texas Higher Education Assessment). The Testing Centers are monitored by surveillance equipment.

Testing Center procedures are listed below:

- A Collin College student ID card is required to take an instructional test.
- No children, food, or drink will be allowed in the testing room.
- No papers, books, book bags, or backpacks will be allowed in the testing room.
- All media and telecommunication devices (e.g., PDAs, Blackberries, MP3 players, iPod products, etc.) must be completely turned off (not on silent or vibrate) prior to entering the testing room and while taking examinations. Any individual violating this procedure will have their test

collected immediately and the incident will be referred to the Dean of Student Development Office.

- Any individual not willing to comply with these procedures must make other arrangements for testing with their professor.

The last professor's test is issued one (1) hour before closing. During the 2013-2014 academic year, the Testing Centers are scheduled to be open during the following hours\*:

Monday-Thursday	8 a.m. - 9 p.m.
Friday	8 a.m. - 3 p.m.
Saturday	8 a.m. - 5 p.m.

*\*Hours may be adjusted between semesters and for some holidays. Any calendar deviations will be posted on the website <http://www.collin.edu/studentresources/testing>.*

### **6.34 Texas Success Initiative (TSI)**

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The Texas Success Initiative mandates that all new students (unless otherwise exempt) entering Texas public colleges and universities be assessed in the basic skills of reading, writing, and mathematics. For more information, please refer to the current *Collin College Catalog* or *Registration Guide* at [www.collin.edu](http://www.collin.edu).

### **6.35 Tuition Refund Policy**

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

### **6.36 Vending Machine Refunds**

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

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

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

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



**Preston Ridge Campus:** Contact the Cashier's Office to receive a refund for money lost in the drink vending machines. To receive a refund for money lost in food vending machines, contact the Cougar Den Café.

**Spring Creek Campus:** Contact the Cashier's Office to receive a refund for money lost in drink vending machines. To receive a refund for money lost in food vending machines, contact the cafeteria.

### **6.37 Withdrawal Policy**

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*Texas Education Code 51.907 Course Drop Limit Provisions.*

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

TEC 51.907 states that students who enroll for the first time during the fall 2007 semester, or any subsequent semester, are subject to the course drop limit of six (6) course drops. This includes any course a transfer student has dropped at another institution. Collin College will not begin to count dropped courses until the fall 2009 semester. For more information, please contact Academic Advising or the Admissions and Records Office on any campus.

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

## *Student Code of Conduct*

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

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

1. they shall adhere to Collin College policies and municipal, county, state, and federal laws; and
2. they shall not interfere with or disrupt the orderly educational processes of Collin College.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. For further information, contact the Dean of Student Development Office.

The *Student Code of Conduct* (hereafter referred to as the *Code*) applies to all Collin College students while at Collin College, on Collin College property, and/or while attending Collin College-sponsored activities on or off campus. Definitions of terminology used in the *Student Code of Conduct* can be found in the College Terminology section of the *Student Handbook*.

## **CHAPTER 1 - STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **7-1.1 Authorized Use of Facilities**

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#### **A. Philosophy**

Collin College is supported by public and private funds. Those who benefit most from its activities are students. However, since Collin College is supported by all individuals in its service area, Collin College is dedicated to serving the needs of all its constituents, as appropriate. In support of this mission, Collin College encourages use of its facilities by the public.

The grounds and facilities of Collin College shall be made available to members of the Collin College community, including students and their respective approved student organizations, when such use does not conflict with normally scheduled activities or any Collin College policy. Students and approved student organizations shall be subject to Collin College rules and regulations governing the use of Collin College facilities. The requesting student(s) or approved student organizations shall pay all expenses incurred by their use of the facilities. Such expenses are limited to the cost for required Collin College custodial, security, and building staff, and damages and/or losses.

The facilities scheduling coordinator shall assign priorities to requests for the use of Collin College facilities in accordance with Board policy. The facilities scheduling coordinator, working in conjunction with the appropriate campus vice president/provost or designated representative shall approve events, dates, and times, resolve conflicts and approve any deviations from the priority schedule or from the standard fee structure as deemed necessary to carry out Collin College policy in accordance with its philosophy.

Priority for use of Collin College facilities is given to academic programs and approved extra-curricular activities. Collin College will follow the priority schedule contained in Board policy GF (LOCAL) available on the web at <http://pol.tasb.org/home/index/304>. To reserve space or to obtain activity approval, student organizations should contact Student Life; all other parties should contact the facilities scheduling coordinator at the appropriate campus.

## **B. Children on Campus**

Unattended children are not allowed at Collin College facilities at any time. For the purpose of this regulation, children are defined as minors who are not currently enrolled in classes or approved programs with Collin College. Children may not be taken to orientations, classes, labs, testing centers, or other academic programs. Further, children may not be taken to work with Collin College employees, other than for approved programs with Collin College.

## **C. Animals on Campus**

Certain animals may accompany a student or visitor on campus, within the following guidelines:

1. Instructional animals are those required for use in teaching and research. Prior to bringing an animal on campus for instructional purposes, written permission must be granted by the appropriate academic dean, clearly designating the date, location, and purpose for its presence on campus. All animals must be on a leash, or equivalent, and fully under the control of their handler. All animals must be accompanied with documentation of current vaccinations. The care and supervision of the animal is the sole responsibility of the handler.
2. Service animals are defined by the Americans with Disabilities Act (ADA) as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals must be on a leash at all times and under the control of the individual with a disability. The care and supervision of the animal is the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodation under the ADA. Students utilizing a service animal on campus must complete a registration form with Collin College's ACCESS Office.

3. All other animals are not permitted on any Collin College campus or facility.

### **7-1.2 Discrimination**

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Collin College prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, national origin, disability, veteran status, or on any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of Collin College policy and is prohibited. Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, national origin, disability, veteran status, or on any other basis prohibited by law that adversely affects the student.

*Students who believe they have experienced prohibited discrimination or believe that another student has experienced prohibited conduct are encouraged to contact the ADA/Title IX/Section 504 Coordinator at 972.758.3849 or by email at [nallen@collin.edu](mailto:nallen@collin.edu), and/or file a complaint as stated in the Code, Chapter 1, Section 7-1.11 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.*

### **7-1.3 Harassment**

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#### **Prohibited Harassment:**

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

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

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

#### **Sexual Harassment by an Employee:**

Sexual harassment of a student by a Collin College employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. a Collin College employee causes the student to believe that the student must submit to the conduct in order to participate in a college program or

activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or creates an intimidating, threatening, hostile, or abusive educational environment.

### **Sexual Harassment by Others:**

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

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

### **Sexual Violence:**

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the complainant's use of drugs or alcohol or due to an intellectual or other disability. See also sexual assault and aggravated sexual assault as defined in the *Code*, Chapter 1, Section 7-1.9 *Prohibition Against Assault*.

### **Examples:**

Examples of sexual harassment and/or sexual violence of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

### **Gender-based Harassment:**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent or pervasive that the conduct;

1. affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. otherwise adversely affects the student's educational opportunities.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

*Students who believe they have experienced prohibited harassment, sexual harassment, sexual violence, and/or gender-based harassment or believe that another student has experienced prohibited conduct are encouraged to contact the ADA/Title IX/Section 504 Coordinator at 972.758.3849 or by email at nallen@collin.edu, and/or file a complaint as stated in the Code, Chapter 1, Section 7-1.11 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.*

#### **7-1.4 Retaliation**

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Collin College prohibits retaliation by a student or Collin College employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Collin College investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

*Students who believe they have experienced prohibited retaliation or believe that another student has experienced prohibited conduct are encouraged to contact the ADA/Title IX/Section 504 Coordinator at 972.758.3849 or by email at nallen@collin.edu, and/or file a complaint as stated in the Code, Chapter 1, Section 7-1.11 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.*

#### **7-1.5 Freedom of Speech**

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Collin College observes the rights and freedom of speech, petition, and peaceful assembly as set forth in the U.S. Constitution. Collin College maintains its right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent. Any act that interferes with the normal operations of Collin College (including, but not limited to, classes and Collin College business), or interferes with the rights of students, faculty, staff, and others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant involved in a disruptive activity may face criminal charges.

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

Approved activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. Commercial speech is subject to Section 6.28 *Solicitation On Campus*, of the Student Handbook. Speech that is not protected includes fighting words, language that creates a hostile environment, slander/libel, and obscenity.

### **7-1.6 Disorderly Conduct**

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

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

## 7-1.7 Hazing

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Texas Higher Education Code Section 51.936 and Texas Education Code Chapter 37, Subchapter F, prohibit hazing at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus.

“Hazing” means any intentional, knowing, or reckless act occurring on or off campus, directed against a student, by one (1) person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of 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 a 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 a criminal offense if the person:

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

The Dean of Student Development Office shall publish or distribute annually a list of organizations, if any, that have been disciplined or convicted for hazing on or off



campus during the previous three (3) years. For more information contact the Dean of Student Development Office or see Board policy FLBC (LEGAL) available on the web at <http://pol.tasb.org/home/index/304>.

### **7-1.8 Searches of Student's Personal Possessions, Collin College Property, or Facilities**

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Collin College respects the privacy rights of students. However, authorized Collin College officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve good order and discipline.

Other searches by authorized Collin College officials of a student's personal possessions for the purpose of enforcing this *Code* or investigating allegations may be conducted based on the official's reasonable suspicion, with the student's consent, when practicable. These restrictions do not apply to searches of Collin College property or facilities.

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

All persons are responsible for the security of any vehicle, bag, or other item they own, possess, or bring onto Collin College property or to a Collin College-sponsored activity. No person shall own, possess, place, keep, or maintain any article or material that is prohibited by law or Collin College policy in vehicles, on Collin College property, or at a Collin College-sponsored activity. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in disciplinary proceedings against the student.

When law enforcement authorities are involved in a search, a law enforcement officer with probable cause is authorized to search a student's personal possessions for the purpose of enforcing this *Code* or investigating allegations of illegal or criminal behavior. Searches by law enforcement officers of a student's possessions shall be only as authorized by law.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, an authorized Collin College official may contact the Collin College Police Department and/or local law enforcement officials and turn the matter over to them.

### **7-1.9 Prohibition Against Assault**

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Students are prohibited from assaulting any person on Collin College property or while under Collin College's jurisdiction.

**Simple Assault:**

Simple assault is defined as:

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

**Aggravated Assault:**

Aggravated assault is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during commission of the assault.

**Sexual Assault:**

Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without the person's consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent.

**Aggravated Sexual Assault:**

Aggravated sexual assault is defined as sexual assault in which the student respondent:

1. causes serious bodily injury or attempts to cause the death of the complainant or another person in the course of the same criminal episode;
2. by acts or words, places the complainant in fear that any person will become the victim of an offense or that death, serious bodily injury, or kidnapping will be imminently inflicted on any person;
3. by acts or words occurring in the presence of the complainant, threatens to cause any person to become the victim of an offense or to cause death, serious bodily injury, or kidnapping;
4. uses or exhibits a deadly weapon in the course of the same criminal episode;
5. acts in concert with another, who commits a sexual assault directed toward the same complainant and occurs during the same criminal episode; and/or
6. assaults a complainant who is younger than 14 years of age or is an elderly or a disabled individual.

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

*Students who believe they have experienced prohibited sexual assault or aggravated sexual assault or believe that another student has experienced prohibited conduct are encouraged to contact the ADA/Title IX/Section 504 Coordinator at 972.758.3849 or*

*by email at [nallen@collin.edu](mailto:nallen@collin.edu), and/or file a complaint as stated in the Code, Chapter 1, Section 7-1.11 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence.*

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

### **7-1.10 Student Complaints/Grievances: General Complaints**

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In this policy, the terms “complaint” and “grievance” shall have the same meaning. The student (grievant) making the complaint must be personally affected by the action. A grievant will be directed to the appropriate complaint and/or appeal process in place at Collin College. To file a grievance, contact the Dean of Student Development Office.

#### **Informal Grievance Process:**

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

#### **Formal Grievance Process:**

The grievant shall file, no later than 20 academic calendar days from the time the student knew or should have known of the alleged incident or events giving rise to the incident, a written statement identifying the actions being complained of and describing the remedy he or she is seeking. This written complaint shall be filed with the Dean of Student Development Office. The matter shall be closed if the complaint is not substantiated. The grievant shall be notified of the reasons for closure.

The dean of student development or designee shall hear the grievance within the established rules, which shall be provided by the dean of student development or designee upon request. A hearing shall be held, which shall give the grievant and College District personnel who are named in the grievance an opportunity to explain what they know about the issues surrounding the grievance and to review any related information or materials. The dean of student development or designee may choose to hear the information in separate/individual hearings. The student is responsible for presenting his or her own case.

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

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

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

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

### **7-1.11 Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence**

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#### **Reporting Procedures:**

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged act(s) to the ADA/Title IX/Section 504 coordinator at 972.758.3849 or by email at [nallen@collin.edu](mailto:nallen@collin.edu) and/or file a complaint as stated in this section of the *Code*. Prohibited conduct includes, but is not limited to, discrimination, harassment, retaliation, and/or sexual violence as defined in the *Code*, Chapter 1, Section 7-1.2 *Discrimination*, Section 7-1.3 *Harassment*, Section 7-1.4 *Retaliation*, and Section 7-1.9 *Prohibition Against Assault*.

Collin College may request, but shall not require, a written report. If a report is made orally, the ADA/Title IX/Section 504 coordinator or designee shall reduce the report to written form.

#### **Alternative Reporting Procedures:**

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Title IX/Section 504 coordinator, may be directed to the college district president.

A report against the college district president may be made directly to the Board of Trustees (Board). If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct the investigation.

**Timely Reporting:**

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

**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.

**Investigations:**

Allegations of discrimination, harassment, retaliation, and/or sexual violence against students shall be promptly investigated and addressed. All members of the Collin College community are required to cooperate in any investigation. Both the complainant and student respondent will be given the opportunity to present their side.

Upon receipt or notice of a report, the ADA/Title IX/Section 504 coordinator shall determine whether the allegation(s), if proven, would constitute discrimination, harassment, retaliation, and/or sexual violence. If so, the ADA/Title IX/Section 504 coordinator will immediately authorize or undertake an investigation and appoint a hearing officer, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, Collin College shall promptly take interim action calculated to address prohibited conduct during the course of an investigation.

The investigation may consist of personal interviews with the complainant, student respondent, and others with knowledge of the circumstances surrounding the allegation(s). The investigation may also include analysis of other information and/or documents related to the allegation(s).

At the conclusion of the investigation, the hearing officer shall prepare a written report of the investigation. The report shall be filed with the ADA/Title IX/Section 504 coordinator. Collin College shall provide written notice of the outcome, within the extent permitted by law, to both the complainant and student respondent. 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. If the investigation reveals

that improper conduct 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.

### **Appeals:**

A complainant and/or student respondent who is dissatisfied with the outcome of the investigation may file a written appeal stating the reason(s) why the determination(s) by the hearing officer is not satisfactory. The appeal shall be submitted in writing to the ADA/Title IX/Section 504 coordinator within 15 business days of the hearing officer's determination. Appeals relating to a complaint against a student will be reviewed by the vice president of student development.

A complainant and/or student respondent who is dissatisfied with the outcome of his or her appeal to the vice president of student development may file a second level written appeal stating the reason(s) why the determination(s) by the vice president of student development is not satisfactory. The appeal shall be submitted in writing to the ADA/Title IX/Section 504 coordinator within 15 business days of the vice president of student development's determination. The ADA/Title IX/Section 504 coordinator will direct the appeal to an administrative review panel comprised of senior-level administrators for review. The determination of the administrative review panel is final, binding, and non-appealable in all cases, except when expulsion from Collin College is recommended.

In cases where expulsion from Collin College is recommended, a complainant and/or student respondent who is dissatisfied with the outcome of his or her appeal to the administrative review panel may file a third level written appeal stating the reason(s) why the determination(s) by the administrative review panel is not satisfactory. The appeal shall be submitted in writing to the ADA/Title IX/Section 504 coordinator within 15 business days of the administrative review panel's determination. The ADA/Title IX/Section 504 coordinator will direct the appeal to Collin College's Board of Trustees (Board) for review. The determination of the Board is final, binding, and non-appealable in all cases where expulsion from Collin College is recommended.

### **Favorable Determination or Hearing:**

In a case involving, but not limited to, discrimination, harassment, retaliation, and/or sexual violence, a student respondent who has been removed from a course(s) and/or Collin College is eligible to seek reinstatement into his or her course(s) and/or Collin College in accordance with the following provisions:

1. The student respondent receives a favorable determination or favorable hearing (through the appeal process), the complainant chooses not to appeal the decision further or the complainant has exhausted all levels of appeal permitted, and the case is final.
2. The student respondent may then request reinstatement to Collin College and to the course(s) in which he or she was enrolled prior to separation.

3. Reasonable efforts shall be made, to the extent possible, to ensure that the student respondent will be permitted to make up the course work required for satisfactory completion of a course(s) which he or she began prior to the onset of the complaint/grievance process.

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

### **False Claims:**

A complainant, student respondent, and/or student witness who intentionally makes a false claim, offers false statements, or refuses to cooperate with a Collin College investigation regarding, but not limited to, discrimination, harassment, retaliation, and/or sexual violence, shall be subject to appropriate disciplinary action.

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

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

## **7-1.12 Student Education Records**

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The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants students certain rights in their education records and governs the disclosure of those education records.

### **Access to Student Education Records**

The registrar is the custodian of all records for currently enrolled students and for all official academic records. The Dean of Student Development Office is the custodian of disciplinary records. Students may inspect and review their education records upon submitting a written request to the appropriate custodian of records. This request should identify, as precisely as possible, the record or records he or she wishes to inspect. Contact the registrar for procedures on students' rights of inspection, review, and correction of educational records. For more information, see Board policy FJ (LOCAL) available on the web at <http://pol.tasb.org/home/index/304>.

### **Disclosure of Student Educational Records**

Collin College will disclose information from a student's education records with the student's prior written consent or as permitted by law. Examples of disclosures not requiring a student's prior written consent include the following:

- A. to school officials who have a legitimate educational interest in the records;
- B. to other schools to which a student is transferring;
- C. to certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
- D. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- E. if required by a state law requiring disclosure that was adopted before November 19, 1974;
- F. to organizations conducting certain studies for or on behalf of Collin College;
- G. to accrediting organizations to carry out their functions;
- H. to comply with a judicial order or a lawfully issued subpoena;
- I. to appropriate parties in a health or safety emergency;
- J. directory information (as defined below) in accordance with FERPA, unless the student restricts directory information;
- K. to the student;
- L. results of disciplinary hearing to alleged complainant/victim of a crime of violence; and/or
- M. to Collin College police officers in a health or safety emergency.

### **Directory Information**

In compliance with FERPA, information classified as directory information may be released to the general public without the student's consent. Directory information is defined as:

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

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



### **7-1.13 Student Intellectual Property**

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A student shall retain all rights to work created as part of instruction or using Collin College technology resources. As an agent of Collin College, a student employee shall not have rights to work he or she creates on Collin College time, or using Collin College technology resources or intellectual property. Collin College shall own any work or work product created by a student employee in the course and scope of his or her employment, including the right to obtain copyrights and patents. For more information, see Board policy CT (LOCAL) available on the web at <http://pol.tasb.org/home/index/304>.

## **CHAPTER 2 – CODE VIOLATIONS**

### **7-2.1 Alcohol and Drug Use Prohibited**

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Students seeking assistance or educational materials about alcohol, drugs, tobacco, or other substances should contact Counseling Services.

#### **Alcohol**

The use of alcohol and intoxicating beverages shall be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public campus areas, provided, however, that with the prior consent and approval of the Board, the provisions herein may be waived for specified culinary instructional programs, or with respect to any specific event that is sponsored by Collin College and/or the Collin College Foundation. State law shall be strictly enforced at all times on all property controlled by Collin College in regard to the possession and consumption of alcoholic beverages.

#### **Controlled Substances**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and state law, no student shall, or attempt to, possess, have under their control, manufacture, deliver, distribute, sell, purchase, give, use, or be under the influence of the following: alcohol; controlled substances or drugs (as defined by federal law or in the Texas Controlled Substances Act); abuseable volatile chemicals (in violation of manufacturer's directions); dangerous drugs (as defined by state or federal law); steroids; substances referred to as "designer drugs;" and the inappropriate or illegal use of over-the-counter medications, prescription drugs or prescription medications, inhalants, herbal/"natural" euphoriants; look-alike products (what is represented to be any of the above-listed substances); and/or any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs at Collin College, on Collin College property, or while attending Collin College-sponsored activities that are on or off campus.

A student who uses a prescription drug authorized by a licensed physician, in accordance with a prescription specifically for that student's use, shall not be considered to have violated the prohibition against controlled substances.

### **Paraphernalia**

Students shall not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, and ingesting, any drug, narcotic, or hallucinatory agent at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus. Look-alike drug paraphernalia is also prohibited.

### **Tobacco**

Collin College is a smoke- and tobacco-free institution. Smoking, and/or using tobacco products or other electronic smoking devices, is strictly prohibited anywhere on Collin College property or in campus buildings (see Section 6.26 *Smoking, Tobacco, or Electronic Smoking Devices Prohibited*). Violators of tobacco regulations may be issued a citation by the Collin College Police Department and may face legal fines up to \$200. Additionally, violators may be subject to disciplinary action by Collin College. For assistance with efforts to quit smoking or use of tobacco, contact Counseling Services at 972.881.5126.

### **Possession**

For purposes of this policy, possession means actual care, custody, control or management, and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the things possessed or is aware of his or her control over the thing for a sufficient time to permit him or her to terminate his or her control. In addition, items in a car under the care, custody, control or management of the student will be considered to be in the student's possession.

### **Violations**

Students who violate this policy will be subject to appropriate disciplinary action. Students will be provided the opportunity to show if they were using a prescription drug in accordance with the prescription provided by a licensed physician.

### **Notice**

Disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Each student taking one (1) or more classes for any type of academic credit, except for continuing education units, shall be given a copy of Collin College's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under municipal, local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

## 7-2.2 Failure to Pay Financial Obligations

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Collin College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay amounts or payments owed to Collin College (e.g., loans, fines, charges). If a student fails to pay Collin College any amount due, disciplinary action may be initiated. Disciplinary action may also be initiated if a student gives Collin College an “insufficient funds”/NSF check or stops payment on a check or draft.

## 7-2.3 Scholastic Dishonesty

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Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, the award of a degree, and/or submitting work that is not one's own. All work submitted for credit is expected to be the student's own work.

Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts: plagiarism, cheating, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or in any electronic medium, and/or falsifying academic records. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or omissions in data or reports on research. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

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

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; unauthorized copying of computer or Internet files; using someone else's work for assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, a faculty member is requested to delay posting a grade for the academic work in question, until the case is final. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Student Development Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty.

#### **7-2.4 Other Offenses**

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Collin College may initiate disciplinary proceedings for student violations, including, but not limited to, a student who:

- A. forges, alters, or misuses Collin College documents or records;
- B. disrupts the orderly process of Collin College, including, but not limited to, disruptions of classes, events, or meetings, or interferes with the lawful rights of others;
- C. conducts himself or herself in a manner that interferes with Collin College teaching, research, administration, disciplinary procedures, or other activities and public service functions;
- D. damages, steals, defaces, destroys, or misuses Collin College property; property belonging to a third (3rd) party on a college sponsored trip; or property belonging to a student, faculty, staff member, or campus visitor;
- E. knowingly gives false information in response to reasonable requests from Collin College employees;
- F. physically, verbally, and/or sexually assaults, threatens, abuses, harasses, retaliates, and/or endangers in any manner the health or safety of a person at Collin College, on Collin College property, or at a Collin College-sponsored activity on or off campus;
- G. violates the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules (e.g., parking, guidelines for student events, registration of meetings and activities, use of Collin College facilities, or the time, place, and manner of public expression);
- H. fails to comply with directions of Collin College employees, authorized officials, and/or police acting in the performance of their duties;
- I. fails to notify Collin College of a change in residency status or current address;
- J. is convicted of a criminal offense under municipal, local, state, or federal law that occurred on Collin College property or at an off-campus Collin College-sponsored activity;

- K. attempts to, or possesses, has under their control, manufactures, delivers, distributes, sells, purchases, gives, uses, or is under the influence of the following: alcohol; illegal controlled substances or drugs (as defined by federal law or in the Texas Controlled Substances Act); abuseable volatile chemicals (in violation of manufacturer's directions); dangerous drugs (as defined by state or federal law); steroids; substances referred to as "designer drugs;" and the inappropriate or illegal use of over-the-counter medications, prescription drugs or prescription medications, inhalants, herbal/"natural" euphoriant; look-alike products (what is represented to be any of the above-listed substances); any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs at Collin College, and/or drug paraphernalia at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus;
- L. unlawfully discriminates, harasses, or retaliates against another student, campus visitor, staff, or faculty member (including, but not limited to, unlawful sexual, racial, and/or disability harassment) and/or creates an intimidating, hostile, or offensive educational environment;
- M. brings to any campus or college-related activity any weapons prohibited by law, including, but not limited to: fireworks of any kind, razors (other than disposable, cosmetic razors with fully encased, built-in plastic heads and handles), chains (other than jewelry), martial arts throwing stars, box cutters, explosive weapons, machine guns, short-barrel firearms, firearm silencers, switchblade knives, knuckles, armor-piercing ammunition, chemical dispensing devices, zip guns, and/or any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person. 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 more information, see Board policies FLBF (LEGAL) and FLBF (LOCAL) available on the web at <http://pol.tasb.org/home/index/304>;
- N. releases restricted course call numbers to other students;
- O. misuses or shares a College Wide ID (CWID), CougarMail email account, and/or other restricted access codes or passwords;
- P. repeatedly violates Collin College policies, procedures, or guidelines, and/or repeats a less serious breach of conduct;
- Q. misuses Collin College technology and/or computing systems, including, but not limited to, sending, distributing, posting, or displaying offensive, harassing, or threatening material, forging mail messages, sending chain letters, harassment, and the like;
- R. participates in illegal gambling in any form, at Collin College, on Collin College property, or at any Collin College-sponsored activity on or off campus;
- S. engages in the use of electronic or digital media or telecommunication devices during class, Collin College labs, and/or other learning environments. In addition, all electronic or digital media and

telecommunication devices must be completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room;

- T. engages in hazing at Collin College, on Collin College property, or at any Collin College-sponsored activity, on or off campus;
- U. smokes, and/or uses tobacco products or other electronic smoking devices, on Collin College property or in Collin College facilities; and/or
- V. commits any other offense that violates Collin College's *Core Values*, the *Student Code of Conduct*, or that disrupts the educational process of Collin College.

## **CHAPTER 3 – GENERAL PROVISIONS**

### **7-3.1 Purpose and Application**

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

The *Student Code of Conduct* applies to individual students and states the role of students in disciplinary proceedings and grievances. Collin College has disciplinary jurisdiction over a person who was a student at the time he or she allegedly violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules.

A student who withdraws from school while disciplinary action is pending, or who is involved in misconduct that would subject him/her to disciplinary action after withdrawal, may be required to meet with a representative of the Dean of Student Development Office before re-enrolling or being readmitted to Collin College.

Collin College reserves the right to apply appropriate disciplinary provisions to persons who participate in Collin College-sponsored activities, programs, meetings, registration or advising sessions, but who are not enrolled students.

In the event that any provision in this *Student Code of Conduct* conflicts with the law of the State of Texas or the United States of America, the state or federal law shall prevail.

### **7-3.2 Off-campus Conduct**

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When a student is alleged to have violated the law or the *Code* during a Collin College-sponsored activity off campus, Collin College reserves the right to investigate and initiate disciplinary proceedings. Collin College may take action in

situations occurring at off-campus, college-sponsored activities involving: student misconduct demonstrating flagrant disregard for any other student or person; when a student's behavior is determined to threaten the health, safety, or property of any individual; and/or any other activity which adversely affects the Collin College community or the pursuit of Collin College's *Core Values*.

If the Dean of Student Development Office determines that the conduct affects Collin College as stated above, then disciplinary proceedings may be initiated pursuant to the procedures listed in this *Code*. The actions of the Dean of Student Development Office may be independent of any outside or local law enforcement authority.

### **7-3.3 Reprisals**

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Students shall not take any adverse action (reprisal) toward any Collin College faculty, staff member, or fellow student who reports an alleged violation of the *Student Code of Conduct* or participates in any disciplinary proceeding. Reprisals include, but are not limited to, retaliating against, threatening to retaliate against, filing a grievance or a student incident report in bad faith, harassing, stalking, intimidating, interfering with, and/or coercing another individual to not report or participate in a disciplinary proceeding.

## **CHAPTER 4 – INITIATION OF DISCIPLINARY PROCEEDINGS**

### **7-4.1 Initial Response**

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To initiate disciplinary proceedings, alleged violations of the *Student Code of Conduct* shall be submitted in writing (in hardcopy or electronic format) to the Dean of Student Development Office within 20 academic calendar days (not including weekends) of the alleged incident. When a violation of the *Student Code of Conduct*, Board policies, Collin College regulations, procedures, or administrative rules; and/or municipal, local, state, or federal laws or regulations is alleged, the dean of student development or designee may investigate the matter and may:

1. dismiss the allegation, if it is unfounded; or
2. notify the student to schedule a meeting to review the allegation.

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

1. dismiss the allegation as being unfounded;
2. proceed administratively through the disciplinary process; or
3. resolve the allegation through other appropriate avenues available at Collin College.

If the allegation is substantiated, the Dean of Student Development Office will set a meeting to address the matter in accordance with its disciplinary process. For

information on the hearing procedures and deadlines, please contact the Dean of Student Development Office.

### **Immediate Interim Disciplinary Action**

An authorized Collin College official may take immediate interim disciplinary action by suspending a student from classes or from campus, or otherwise altering the status of a student, when such action is in the best interests of Collin College.

#### **7-4.2 Notifying a Student**

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- A. When investigating an alleged violation, a student shall be notified to appear and provide information to assist in the investigation through any of the following methods:
  1. A sealed letter sent through campus mail in care of one of the student's professors for delivery at the end of class. The professor will be instructed to return the letter immediately after the class if the student is not in attendance.
  2. A letter mailed to the student's address as listed with the Admissions and Records Office. The student is responsible for keeping the Admissions and Records Office apprised of his or her current home address. Failure to do so constitutes a violation of the *Code*, Chapter 2, Section 7-2.4 *Other Offenses*, Item I.
  3. A written communication sent to the student's Collin College CougarMail (email account) and/or hand-delivered by the dean of student development or designee. If the communication is hand-delivered, the dean of student development or designee will document the date, time, and place of hand-delivery.
- B. From the date of the letter, message or communication, a student is afforded a three (3) academic calendar day grace period (not including weekends) prior to meeting with the dean of student development or designee. If the student wants to schedule a meeting during the grace period, the student should contact the Dean of Student Development Office for appointment availability. The communication shall also describe the alleged violation(s), provide information regarding the purpose for the meeting, and/or additional instructions to the student.
- C. An authorized Collin College official may place a student on disciplinary probation or determine an appropriate penalty if the student fails, without good cause, to comply with instructions in the notification letter or otherwise fails to attend a scheduled meeting. In addition, an authorized Collin College official may proceed directly through the disciplinary process.

#### **7-4.3 Administrative Decision of a Violation**

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- A. The dean of student development or designee may administratively address any alleged violation by:



1. dismissing the allegation; and/or
  2. taking no formal disciplinary action; and/or
  3. handling the case in an informal manner; and/or
  4. initiating disciplinary proceedings; and/or
  5. referring the matter to the Discipline Appeals Task Force (DATF).
- B. During a meeting with the student, the dean of student development or designee shall review the information in the *Student Code of Conduct* related to the case and the documentation obtained during the investigation. The purpose of the meeting is to hear and receive information and/or other evidence from the student.
- C. If the dean of student development or designee determines that the alleged violation should be addressed informally, the student will not receive a formal disciplinary penalty. However, the dean of student development or designee may assign behavioral directives to support compliance with the *Student Code of Conduct*. If assigned, the student will be required to comply with all directives specified in the administrative decision letter. In informal cases, a student will be required to sign an acknowledgement form stating that he or she will comply with the *Student Code of Conduct* for the remainder of his or her tenure with Collin College. A student's failure to comply with the directives and/or the acknowledgement form will lead to formal disciplinary action.
- D. If a student is found responsible for a violation of the *Student Code of Conduct* and refuses the administrative decision of the dean of student development or designee, the student has the right to request an appeal hearing as stated in the *Code*, Chapter 6, *Discipline Appeals Task Force (DATF)*.
- E. If a student accepts the administrative decision of the dean of student development or designee, he or she will sign a statement that he or she understands the violation(s), his or her student rights, the right to an appeal hearing or to waive the same, and the disciplinary penalty or penalties imposed by the dean of student development or designee. This statement must be signed no later than the third (3rd) academic calendar day (not including weekends) following the administrative decision of the dean of student development or designee. Once this statement is signed, the student will not be allowed to appeal the administrative decision at a later date, and he or she will be expected to comply with all disciplinary penalties listed in the administrative decision letter.
- F. If a student does not sign an administrative decision acceptance statement or submit a signed written request for an appeal hearing to the Dean of Student Development Office by the third (3rd) academic calendar day (not including weekends), the original administrative decision issued by the dean of student development or designee will stand. In addition, since the student did not submit a written request for an appeal hearing within the designated time

period, the student will not be allowed to appeal at a later date, and he or she will be expected to comply with all disciplinary penalties and/or obligations in the administrative decision letter.

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

#### **7-4.4 Temporary Immediate Suspension**

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- A. An authorized Collin College official may issue a temporary immediate suspension to a student without advance written notice (e.g., verbally direct a student's immediate removal from Collin College) pending a formal investigation and administrative decision. The reasons for issuing a temporary immediate suspension without advance written notice include, but are not limited to, the following:
1. failure to comply with a notification for a meeting;
  2. an attempt to cause or actually causing bodily harm to others at Collin College, on Collin College property, and/or while attending a Collin College-sponsored activity on or off campus;
  3. a *Code* violation in Chapter 2, Section 7-2.4 *Other Offenses*, Item K (drugs and alcohol), at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus;
  4. destruction or theft of Collin College property or another person's property;
  5. any incident causing a major disruption or disturbance;
  6. a violation in the *Code*, Chapter 2, Section 7-2.4, *Other Offenses*, Item M (prohibited weapons), at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus;
  7. an alleged violation of the *Student Code of Conduct* that the administrator considers to be a major violation or an immediate threat to faculty, staff, students, or the campus climate.
- B. When a temporary immediate suspension has been issued, a student is afforded a three (3) academic calendar day grace period (not including weekends) prior to meeting with the dean of student development or designee. If the student wants to meet during the grace period, the student should contact the Dean of Student Development Office for appointment availability.
- C. If a student on temporary immediate suspension receives a favorable administrative decision, or favorable hearing (through the appeal process) and the case is final, the student may seek reinstatement into his or her course(s) and/or the College District in accordance with the *Code*, Chapter 10, Section 7-10.1 *Favorable Administrative Decision or Hearing*.

### **7-4.5 Classroom Dismissal by Faculty Member**

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If a student is disruptive in class (i.e., his or her behavior is disruptive or inappropriate in the class setting and interferes with the teaching/learning process), a faculty member has the right to temporarily dismiss the student from class (not to exceed one (1) class). If a faculty member finds it necessary to dismiss a student from one (1) class, the appropriate academic dean should be notified as soon as possible.

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

## **CHAPTER 5 – DISCIPLINARY PENALTIES**

### **7-5.1 Authorized Disciplinary Penalties**

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

#### **Level One**

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

#### **Level Two**

6. withholding of transcript or degree;
7. bar against admission or readmission;
8. suspension of privileges;
9. suspension of eligibility for participation in official athletic and non-athletic extra-curricular activities;

10. administrative re-assignment of an academic grade;
11. suspension;
12. permanent denial of a Collin College degree; and/or

### **Level Three**

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

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

1. **Written warning:** a written warning indicating that further violations of the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules within a designated time period will result in additional immediate disciplinary action. This penalty may be imposed for any length of time up to and including one (1) calendar year.
2. **Referral:** a recommendation for specialized help or a specialized program. The dean of student development or designee may recommend that the student seek specialized assistance (e.g., from a family member, counselor, mental health professional, physician, program, etc.) if appropriate. Failure of the student to comply with the terms of a referral may result in further disciplinary action.
3. **Educational project assignment:** a project assignment will be arranged so that the student will have the opportunity to observe and learn specific, appropriate human behaviors or valued lessons related to his or her own conduct, which led to disciplinary problems and action. A student may also be counseled to participate in some campus or community activity with rehabilitative value (e.g., Academic Traditions and Cultures (ATC) seminar, essay assignment, alcohol awareness seminar, etc.).
4. **Disciplinary probation:** a penalty and status indicating that any further violation(s) of the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules within a designated time period will result in additional disciplinary action up to and including suspension or expulsion from Collin College. Disciplinary probation may be imposed for any length of time up to two (2) calendar years.
5. **Restitution:** an order for the student to repair damages, reimburse the affected party for damage to or misappropriation of property, or provide other forms of restitution. This may take the form of monetary payment or payment of time and services. Failure of the student to comply with restitution may result in further disciplinary action.
6. **Withholding of transcript or degree:** a penalty that may be imposed on a student who fails to pay a fine, debt, or other amount owed to Collin College or who has a disciplinary case pending a final administrative decision with the dean of student development or designee. The penalty terminates on payment of the fine, debt or other amount owed, or the final decision of the case.

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

13. **Expulsion:** a penalty and status that permanently bars a student from re-admission, enrollment in credit or noncredit classes or seminars, or participation in any student organizations, athletics, and/or non-athletic extra-curricular activities at Collin College. No former student who has been expelled for disciplinary reasons shall be permitted on the campus of Collin College or other facilities at all (except in response to an official notification if necessary). The student may not enroll or participate in any Collin College program, activity, organization, or service, and is considered permanently severed from Collin College unless the expulsion status is subsequently altered by the Collin College Board of Trustees.
- C. Penalties of denial of degree, barred against admission or re-admission, suspension, and expulsion shall be reserved for major violations (or repeated violations) of the *Student Code of Conduct*, Board policies, Collin College regulations, procedures, administrative rules; and/or municipal, local, state, and federal laws.
- D. The imposition of Level One disciplinary actions in the *Code*, Chapter 5, Section 7-5.1 *Authorized Disciplinary Penalties*, categories (B) 1-5 above, may be appealed to Collin College's Discipline Appeals Task Force (DATF) through the process outlined in the *Code*, Chapter 7, *Appealing Level One Authorized Disciplinary Penalties*. A decision made by the DATF with respect to the disciplinary actions imposed is final, binding, and non-appealable.
- E. The imposition of Level Two and/or Three disciplinary actions in the *Code*, Chapter 5, Section 7-5.1 *Authorized Disciplinary Penalties*, categories (B) 6-13 above may be appealed to Collin College's DATF through the process outlined in the *Code*, Chapter 8, *Appealing Level Two and/or Three Authorized Disciplinary Penalties*. A decision made by the DATF with respect to disciplinary actions imposed may be appealed by the student to the vice president of student development through the process outlined in Chapter 9 of this *Code*. A decision made by the vice president of student development with respect to the disciplinary actions imposed is final, binding, and nonappealable except when expulsion is recommended.

### **7-5.2 Disciplinary Files/Records**

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Student referrals due to a violation of the *Student Code of Conduct* may result in a disciplinary file being created in the name of the accused student. Record(s) relating to violations that result in administrative re-assignment of an academic grade, permanent denial of a Collin College degree, and/or expulsion from Collin College will be retained permanently. Records relating to all other forms of disciplinary action (including those concerning investigations that do not result in disciplinary action), will be retained for three (3) years from the end of the academic calendar year of the most recent alleged incident. Records of major violations, (as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime

Statistics Act, 20 U.S.C. § 1092(f), see the student handbook, Section 6.8 *Crime Statistics*), or students found responsible of repeated violations of the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules may be kept longer than three (3) years, if required by law.

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

## **CHAPTER 6 – DISCIPLINE APPEALS TASK FORCE (DATF)**

In general cases, when a student submits a written request to appeal the administrative decision of a violation by the specified deadline, the student is entitled to have his or her case reviewed by the DATF. The DATF shall be comprised of no less than three (3) Collin College employees and a minimum of one (1) current Collin College student. Members of the DATF shall be appointed annually by the college district president or designee, who shall designate one (1) member as chair. All DATF members assigned to a given case are eligible to vote on the appeal. DATF decisions require a majority vote.

A student respondent's written request for appeal for violations of the *Student Code of Conduct* involving discrimination, harassment, retaliation, and/or sexual violence will follow the process outlined in the *Code*, Chapter 1, Section 7-1.11, *Student Complaints/Grievances: Discrimination, Harassment, Retaliation, and/or Sexual Violence*.

### **7.6.1 Evidence**

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- A. Legal rules of evidence do not apply to hearings before the DATF. The DATF may allow and consider evidence that possesses reasonable value to the disciplinary case. Hearsay testimony and/or evidence are admissible and may be considered by the DATF on a case-by-case basis.
- B. The DATF shall presume a student is not responsible of committing the alleged violation(s) until they are convinced by a preponderance of the evidence that the student violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules.

## **CHAPTER 7 – APPEALING LEVEL ONE AUTHORIZED DISCIPLINARY PENALTIES**

### **7-7.1 Procedures to Submit a Level One Appeal to the DATF – General Cases**

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- A. When a student appeals a Level One administrative decision by the Dean of Student Development Office in the *Code* Chapter 5, Section 7-5.1 *Authorized*

*Disciplinary Penalties*, the student is entitled to have the case reviewed by the DATF. The request for review by the DATF must be made by the student in writing to the Dean of Student Development Office on or before the third (3rd) academic calendar day (not including weekends) following the administrative decision.

- B. The student will be provided a copy of the Dean of Student Development Office's administrative decision summary. The student shall provide to the Dean of Student Development Office documentation and/or other evidence to support the student's appeal by the specified deadline. All documentation from both the Dean of Student Development Office and the student will be forwarded to the DATF for review. For more information on specific hearing procedures or deadlines, contact the Dean of Student Development Office.

### **7-7.2 DATF Procedures for Review of a Level One Appeal – General Cases**

- A. DATF members will review the documentation and other evidence provided by the Dean of Student Development Office and the student. DATF members will vote to determine whether or not there has been a violation of the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules.
- B. If the DATF finds the student has violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules, the DATF shall determine whether the appropriate disciplinary penalty or penalties were imposed by the dean of student development or designee and may adjust the disciplinary penalty or penalties, if warranted.
- C. Within ten (10) academic calendar days (not including weekends), the DATF shall state in writing each finding and the disciplinary penalty or penalties determined, if any, and may include its reasons for its finding(s) and disciplinary penalty or penalties. Each DATF member concurring with the finding(s) and disciplinary penalty or penalties shall sign the statement.
- D. The student shall be notified in writing of the DATF's decision and disciplinary penalty or penalties, if any.
- E. A decision made by the DATF is final, binding, and nonappealable in cases where the DATF upholds or adjusts the *Authorized Disciplinary Penalties* in the *Code*, Chapter 5, Section 7-5.1, categories (B) 1-5 initially imposed by the Dean of Student Development Office.



## **CHAPTER 8 – APPEALING LEVEL TWO AND/OR THREE AUTHORIZED DISCIPLINARY PENALTIES**

### **7-8.1 Overview – General Cases Appealing Level Two or Three Disciplinary Penalties**

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- A. When a student appeals a Level Two and/or Three administrative decision by the Dean of Student Development Office in the *Code*, Chapter 5, Section 7-5.1 *Authorized Disciplinary Penalties*, categories (B) 6-13, the student is entitled to a hearing before the DATF. The request for a hearing must be made by the student in writing to the Dean of Student Development Office on or before the third (3rd) academic calendar day (not including weekends) following the administrative decision.
- B. The dean of student development or designee shall notify the student of the date, time, and place for the DATF hearing. The student will be provided a copy of the Dean of Student Development Office administrative decision summary and a list of potential witnesses. The student shall provide to the Dean of Student Development Office documentation, a list of potential witnesses, and/or other relevant evidence to support his or her appeal by the specified deadline. All documentation from both the Dean of Student Development Office and the student will be forwarded to the DATF for review prior to the hearing. For more information on specific hearing procedures or deadlines, contact the Dean of Student Development Office.
- C. The dean of student development, or designee, shall represent Collin College before the DATF and present evidence to support the alleged violation(s). The dean of student development or designee may be assisted by legal counsel. However, only the dean of student development or designee may speak on Collin College's behalf.

### **7-8.2 Notice of Hearing - General Cases Appealing Level Two or Three Disciplinary Penalties**

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- A. The dean of student development or designee shall notify the student by letter concerning the date, time, and place for the hearing. The letter shall specify a hearing date, not less than three (3) academic calendar days (not including weekends), nor more than fifteen (15) academic calendar days (not including weekends), after the date of the student's appeal letter. The notice shall:
  - 1. specify the alleged *Code* violation(s) and disciplinary penalty or penalties;
  - 2. direct the student to appear at the date, time, and place specified; and
  - 3. advise the student of his or her rights to:
    - a. appear with an advisor, with a family member, or with legal counsel at the DATF hearing; however, only the student may speak on his or her behalf. The purpose of the hearing is for the DATF to hear from the student directly;

- b. know the identity of each potential witness who will testify against him or her, to the extent permitted by law;
  - c. request the production of documentation and/or other relevant evidence supporting the administrative decision from the dean of student development or designee;
  - d. make an audio recording of the DATF hearing. The student shall inform the dean of student development or designee, by the specified deadline, if the student intends to make an audio recording of the proceedings. The student and Collin College may each request a copy of the other's audio recording. Any other recording, telephone, computer, media and/or telecommunication device, not previously approved by the dean of student development or designee, must be completely turned off (not on silent or vibrate) during the DATF appeal hearing; and
  - e. appeal the DATF's decision to the vice president of student development or designee when the DATF upholds or adjusts the *Authorized Disciplinary Penalties* in the *Code*, Chapter 5, Section 7-5.1, categories (B) 6-13 only.
- B. The DATF chair may postpone the hearing for good cause as long as all parties involved are notified by the Dean of Student Development Office of the new hearing date, time, and place. Every student is responsible for updating contact information, including current mailing address, with the Admissions and Records Office. Failure of a student to keep contact information and current mailing address up-to-date constitutes a violation of the *Code*, Chapter 2, Section 7-2.4 *Other Offenses*, Item I.
- C. The DATF may hold a hearing at any time if:
- 1. the student had actual notice of the date, time, and place of the hearing, and the student failed to appear; or
  - 2. the Dean of Student Development Office and/or DATF chair states in writing that because of extraordinary circumstances, the requirements of the above are inappropriate.
- D. The DATF may suspend a student who fails to comply with the appeal notification letter sent in this section. Further, as outlined above, the DATF chair, at his or her discretion, may proceed with the hearing in the student's absence.

### **7-8.3 Level Two and/or Three Disciplinary Penalties – DATF Hearing Procedures – General Cases**

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

- B. The DATF shall generally proceed as follows during the hearing, but may deviate from these steps, if necessary:
1. Chair reads the complaint.
  2. Chair informs the student of his or her rights.
  3. Dean of student development or designee presents Collin College's case, including the disciplinary penalty or penalties imposed.
  4. Student presents his or her case. Only the student may speak on his or her behalf.
  5. DATF chair may call relevant witnesses, from the witness list(s) provided, and DATF members may question these witnesses during the course of the hearing. The DATF is charged with evaluating whether or not a student has violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules not a student's character; therefore, character witnesses will not be considered and will not be allowed to speak during the hearing.
  6. Cross examination will not be permitted by either the student or the dean of student development or designee, and all communication, by either party, will be made directly to the DATF chair only.
  7. The dean of student development or designee and the student may present a brief closing statement.
  8. DATF members will deliberate regarding the testimony and other evidence in closed session. DATF members will vote on the issue of whether or not there has been a violation(s) of the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules. DATF findings require a majority vote.
  9. If the DATF finds the student has violated the *Student Code of Conduct*, Board policies, laws, Collin College regulations, procedures, or administrative rules, the DATF shall determine whether the appropriate disciplinary penalty or penalties were imposed by the dean of student development or designee, and may adjust the disciplinary penalty or penalties, if warranted.
  10. Within ten (10) academic calendar days (not including weekends), the DATF shall state in writing each finding and the penalty or penalties determined, if any, and may include its reasons for said finding(s) and penalty or penalties. Each DATF member concurring with the finding(s) and penalty or penalties shall sign the statement.
  11. The student shall be notified in writing of the DATF's decision and disciplinary penalty or penalties, if any.

## **CHAPTER 9 – APPEAL OF A LEVEL TWO AND/OR THREE DATF DECISION**

### **7-9.1 Appeal of Administrative Decision – General Cases**

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To appeal an administrative decision of a disciplinary matter, the student must file an appeal in accordance with the instructions stated in the administrative decision letter.

## **7-9.2 Appeal of Discipline Appeals Task Force (DATF) Decision**

### **– General Cases**

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- A. Appeals of the DATF's decision are only allowed in general cases where disciplinary action was imposed in the *Code*, Chapter 5, Section 7-5.1 *Authorized Disciplinary Penalties*, categories (B) 6-13. Following the DATF hearing, the student may appeal the DATF's decision and/or the disciplinary penalty or penalties imposed to Collin College's vice president of student development. This appeal shall be made in writing, and submitted to the Dean of Student Development Office, on or before the third (3rd) academic calendar day (not including weekends) following receipt of notice of the DATF's decision. If a student does not file a written appeal of the DATF's decision by the specified deadline, the decision of the DATF will stand and no further appeal will be allowed.
- B. If a student files a written appeal of the DATF's decision by the specified deadline, the Dean of Student Development Office shall provide the vice president of student development with a copy of the hearing file. The vice president of student development will review the records related to the case and in some instances, may at his or her discretion, designate another vice president to hear the case.
- C. Within ten (10) academic calendar days (not including weekends) following receipt of the student's written appeal, the student shall be notified in writing of the vice president of student development or designee's decision. The vice president of student development or designee has the right to change the disciplinary action imposed, if warranted. The decision of the vice president of student development or designee is considered final, binding, and non-appealable, except when expulsion is recommended.

## **7-9.3 Appeal of a Level Three Authorized Disciplinary Penalty of Expulsion to the Board of Trustees – General Cases**

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- A. Following receipt of the notice of the vice president of student development or designee's recommendation for expulsion in general cases, the student may appeal the decision to Collin College's Board of Trustees (Board). This appeal must be made in writing and submitted to the Dean of Student Development Office on or before the third (3rd) academic calendar day (not including weekends) following receipt of the vice president of student development or designee's decision. The Dean of Student Development Office shall forward the appeal to the College District President's Office, who will in turn, submit the appeal for expulsion to the Board for consideration.
- B. If a student does not file a written appeal, by the specified deadline, the decision of the vice president of student development or designee will stand and no further appeal will be allowed. In this case, the recommendation of the vice

president of student development or designee will be forwarded to the College District President's Office to be considered by the Board.

- C. In the event an appeal of expulsion is filed by the specified deadline, the student will be notified of the date, time, and place of the public meeting where the Board will vote on the decision to expel the student. (Note: no names or details regarding the disciplinary case will be discussed by the Board in the public meeting.) Immediately prior to the public meeting, the Board will review the recommendation for expulsion of the student in private session. The student will not be allowed to address the Board in private session, unless requested to do so by the Board. Documentation concerning the case will be forwarded to the Board and no additional evidence shall be heard, unless requested by the Board.
- D. Within ten (10) academic calendar days (not including weekends) following the consideration of the student's appeal by the Board, the student shall be notified in writing of the Board's decision.

## **CHAPTER 10 –REINSTATEMENT PROVISIONS**

### **7-10.1 Favorable Administrative Decision or Hearing – General Cases**

- A. In a general case, a student who has been removed from a course(s) and/or Collin College is eligible to seek reinstatement into his or her course(s) and/or Collin College in accordance with the following provisions:
  - 1. The student receives a favorable administrative decision or favorable hearing (through the appeal process), and the case is final.
  - 2. The student may then request reinstatement to Collin College and to the course(s) in which he or she was enrolled, prior to separation.
  - 3. Reasonable efforts shall be made, to the extent possible, to ensure that the student will be permitted to make up the course work required for satisfactory completion of a course(s) which he or she began prior to the onset of the disciplinary process.
- B. In a general case where a student does not receive a favorable hearing and has exhausted all levels of appeal, the final decision of the case will stand, and the student will not be allowed to return to his or her course(s) and/or Collin College.

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## **2013-2014 Student Handbook**

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### *Collin County Community College District*

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

Collin College provides reasonable accommodations, in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973, to afford equal educational opportunities to all people. Students requesting accommodations under this provision should contact the college's ACCESS (Accommodations at Collin College for Equal Support Services) Office, located at the Spring Creek Campus at 972.881.5898 (Voice). Students with concerns about discrimination or harassment in violation of applicable laws should contact Norma Allen, Associate Vice President of Human Resources and Organizational Development, the college's ADA/Title IX/Section 504 Coordinator. Ms. Allen is located at the Collin Higher Education Center, Room 343 and can be contacted by telephone at 972.758.3849 or by email at [nallen@collin.edu](mailto:nallen@collin.edu).

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

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

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

### **Accreditation Status**

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



## *District Campus Addresses and Map*

**Central Park Campus (CPC)**  
2200 W. University Drive  
McKinney, Texas 75071  
972.548.6790

**Collin Higher Education  
Center (CHEC)**  
3452 Spur 399  
McKinney, TX 75069  
972.599.3100

**Courtyard Center (CYC)**  
4800 Preston Park Blvd.  
Plano, Texas 75086  
972.985.3790

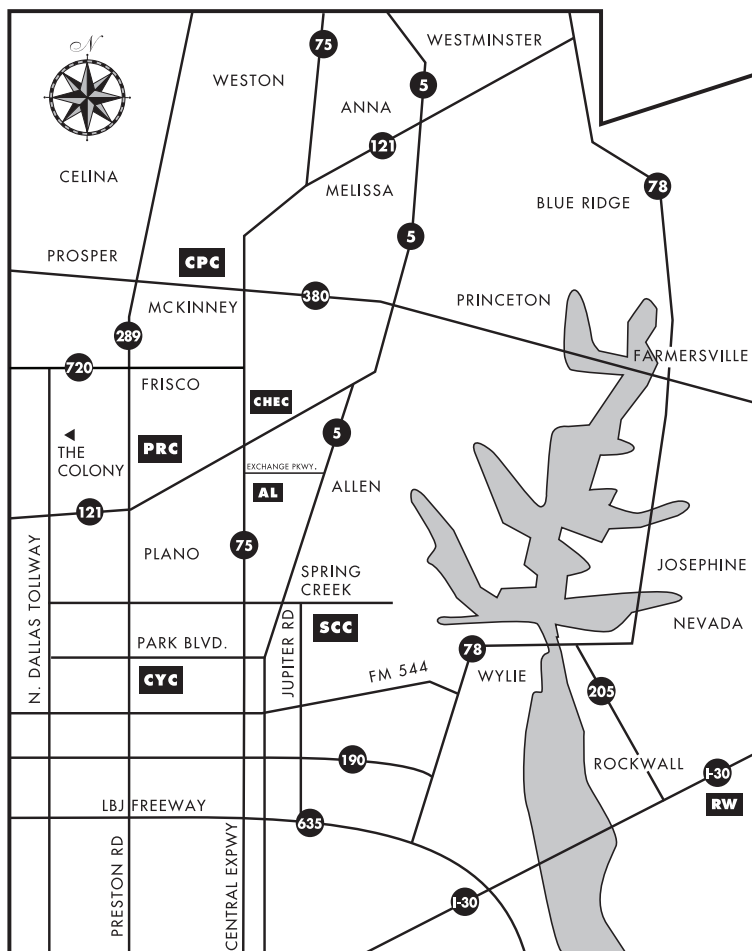
**Preston Ridge Campus (PRC)**  
9700 Wade Blvd.  
Frisco, Texas 75035  
972.377.1790

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

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

**Rockwall Center (RW)**  
2610 Observation Trail  
Rockwall, TX 75032  
214.771.4573

Collin College Internet Address:  
[www.collin.edu](http://www.collin.edu)



## NOTES

# 2013

## April

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2014

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## December

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28	29	30	31			



*Spring Creek Campus Library*



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