



## District Dean of Students Office Faculty and Staff Members' Frequently Asked Questions

- 1. How are student disciplinary incidents reported?**

Incident reports are received via the *Student Incident Report* form located [here](#).
- 2. What happens once a student disciplinary incident is reported?**

Once the completed *Student Incident Report* form is received, it will be assigned to a District Dean of Students Office case adjudicator. The case adjudicator will conduct an investigation and instruct the student to schedule an appointment for a notification conference to discuss the allegation(s). No matter what the circumstances, the incident will be considered an alleged offense until an administrative decision is reached through the student disciplinary process. A student found responsible for violating the [Student Code of Conduct](#) will receive an appropriate disciplinary penalty or penalties.
- 3. What is the faculty member's role in the student disciplinary process?**

After submitting a *Student Incident Report*, the case adjudicator will contact the faculty member with additional instructions and to gather more information. The case adjudicator will then coordinate the investigation, meet with the student, and resolve the disciplinary case. Once the disciplinary case is resolved, the faculty member will be notified that the case is closed.
- 4. When can a grade be assigned in an alleged scholastic dishonesty case?**

When a faculty member submits a *Student Incident Report* for scholastic dishonesty (i.e., cheating, collusion, and/or plagiarism), **the assignment in question should not be graded and the final course grade should not be entered** until the disciplinary case is resolved and the faculty member is notified by the case adjudicator that the case is closed. If the student is found responsible for committing scholastic dishonesty, the faculty member may then assign an appropriate Scholastic Penalty in accordance with their scholastic dishonesty syllabus policy. The faculty member will determine the appropriate Scholastic Penalty, which may range from a grade of 0 on the assignment to failing the course.
- 5. Do minor scholastic dishonesty offenses need to be reported?**

It is important to report all incidents of scholastic dishonesty, no matter how minor, in order to follow Collin College policy, uphold the academic integrity of the college, and ensure students are being treated in a consistent manner. A student who commits scholastic dishonesty in one (1) class may also be committing scholastic dishonesty in other classes. Therefore, it is imperative that the District Dean of Students Office be made aware of all incidents of scholastic dishonesty in order to accurately track and respond to every alleged offense.
- 6. What if scholastic dishonesty is suspected, but the faculty member cannot prove it?**

District Dean of Students Office staff can assist the faculty member with evaluating a student's work to determine whether a *Student Incident Report* should be submitted. Resources such as [www.TurnItIn.com](http://www.TurnItIn.com) are also available.
- 7. What is the best way to address students who are disruptive in class?**

It is essential for faculty members to articulate their expectations on classroom decorum during the first day of class as well as in the syllabus and reiterate them throughout the semester. Classroom disruptions should be addressed when they occur. Low-level classroom disruptions are typically addressed between the faculty member and the student. However, faculty members are encouraged to contact their program director, associate academic dean, academic dean, and/or the Dean of Students Office if they would like guidance on how to address a specific incident. All incidents should be documented in the event the disruption continues. Recurring disruptions or issues that raise a higher level of concern should be immediately reported to the Dean of Students Office.
- 8. If a student is being disruptive in class, does a faculty member have the authority to ask the student to leave?**

If a student's behavior is disruptive, a faculty member does have the right to temporarily dismiss the student from one (1) class session. A faculty member may not dismiss a student from more than one (1) class session without notifying their program director/associate academic dean, academic dean, and filing a *Student Incident Report*.
- 9. What should a faculty or staff member do if a student has a complaint?**

Ascertain what type of complaint the student wants to file, and then refer the student to the appropriate office.

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

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

Students should seek to settle dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be settled in this way, students should consult the appropriate program director, associate academic dean, or academic dean. If the

issue remains unresolved, the student may appeal to the Grade Appeals Board (GAB). Additional information on the grade appeal process and GAB can be found [here](#).

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

Students who wish to file a complaint regarding discrimination, harassment, or retaliation committed by another student should submit the *Student Incident Report* form located [here](#). Students who wish to file a complaint regarding discrimination, harassment, or retaliation committed by a Collin College faculty or staff member should submit the *Student Complaint Against an Employee Form* located [here](#).

Students who wish to file a complaint regarding dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking should submit the *Title IX Formal Complaint Form* located [here](#) or contact Terrence Brennan, District Dean of Students and Collin College's Title IX Coordinator for Students, or Amy Throop, Associate Dean of Title IX Compliance and Collin College's Deputy Title IX Coordinator for Students. Dean Brennan is located at the Collin Higher Education Center, Suite 457, and can be contacted at 972.881.5734 or [tbrennan@collin.edu](mailto:tbrennan@collin.edu). Associate Dean Throop is located at the Collin Higher Education Center, Suite 128, and can be contacted at 972.599.3126 or [athroop@collin.edu](mailto:athroop@collin.edu).

**10. What should a faculty or staff member do if a student states they have been a victim of dating violence, discrimination, domestic violence, gender-based harassment, harassment, hazing, sex discrimination, sexual assault, sexual harassment, or stalking on campus or at a Collin College-sponsored event?**

All Collin College faculty and staff members who find themselves in this situation should immediately report the incident(s) to the appropriate office(s) so it can be handled according to both Collin College policy and the requirements of various state and federal laws (e.g., *Cery Act*, *SB212*, *Title IX*, *VAWA*). Additionally, the faculty or staff member should encourage the student to immediately report the incident(s) to the appropriate office(s) or meet with a District Dean of Students Office staff member so it can be handled according to both Collin College policy and the requirements of various state and federal laws (e.g., *Cery Act*, *SB212*, *Title IX*, *VAWA*) and the student can be provided with appropriate on- and off-campus resources.

Any incident(s) involving a victim and alleged perpetrator who are both current students or a victim who is an employee or community member and an alleged perpetrator who is a current student should be **immediately** reported to Terrence Brennan, District Dean of Students and Collin College's Title IX Coordinator for Students, or Amy Throop, Associate Dean of Title IX Compliance and Collin College's Deputy Title IX Coordinator for Students. Dean Brennan is located at the Collin Higher Education Center, Suite 457, and can be contacted by at 972.881.5734 or [tbrennan@collin.edu](mailto:tbrennan@collin.edu). Associate Dean Throop is located at the Collin Higher Education Center, Suite 128, and can be contacted at 972.599.3126 or [athroop@collin.edu](mailto:athroop@collin.edu).

Any incident(s) involving a victim who is a student and an alleged perpetrator who is an employee should be **immediately** reported to Dr. Jennifer DuPlessis, Chief Human Resources Officer and Title IX

Coordinator for Employees, or Tonya Jacobson, Manager Employee Relations and Deputy Title IX Coordinator for Employees. Dr. DuPlessis is located at the Collin Higher Education Center, Suite 339, and can be contacted at 972.985.3702 or [jduplessis@collin.edu](mailto:jduplessis@collin.edu). Ms. Jacobson is located at the Collin Higher Education Center, Suite 339, and can be contacted at 972.758.3856 or [tjacobson@collin.edu](mailto:tjacobson@collin.edu).

Any incident(s) involving a victim who is a student or employee and an alleged perpetrator who is a community member or former student should be **immediately** reported to the Collin College Police Department at 972.578.5555.

## Contact Information

**Phone:** 972.881.5604

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

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

### Office Locations and Hours:

Celina Campus, Room 103D

Monday 8:00 a.m. to 7:00 p.m.

Tuesday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Collin Higher Education Center, Suite 128 and Suite 457

Monday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Farmersville Campus, Room 127G

Monday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Frisco Campus, Suite F-139

Monday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.

Tuesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

McKinney Campus, Suite W-200

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Plano Campus, Suite D-128

Monday 8:00 a.m. to 7:00 p.m.

Tuesday through Thursday 8:00 a.m. to 5:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Technical Campus, Suite A-130

Monday, Tuesday, and Thursday 8:00 a.m. to 5:00 p.m.

Wednesday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Wylie Campus, Campus Commons Suite 215

Monday, Tuesday, and Wednesday 8:00 a.m. to 5:00 p.m.

Thursday 8:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.