



## District Dean of Students Office Students' and Parents' 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 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. 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.

**4. 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*.

**5. What happens during a notification conference?**

Students' rights and responsibilities are presented, the [Student Code of Conduct](#) is reviewed, the student disciplinary process is explained, and the allegations are discussed. The student is then given the opportunity to respond to the allegations. The student disciplinary process is not intended to be adversarial in nature. Rather, the focus is on helping students learn to make responsible decisions and become aware that poor choices have consequences.

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

Yes. The student may bring an advisor, advocate, family member, friend, or legal counsel to the notification conference. However, only the student may speak on their own behalf. If the student chooses

to bring legal counsel, the student must notify the case adjudicator no less than three (3) College District business days prior to the meeting in order for the case adjudicator to also secure legal counsel.

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

No. Filing a *Student Incident Report* does not constitute filing a criminal charge or result in a criminal record. Collin College students are members of an academic community, and as such are expected to abide by the [Student Code of Conduct](#). Collin College's student disciplinary process is an administrative process. The purpose of this process is to assist students in understanding how their behavior may have violated Collin College's standards or affected the entire academic community. Students found responsible for violating the *Student Code of Conduct* are not convicted of a criminal offense through the student disciplinary process. However, once a *Student Incident Report* is received, a disciplinary record will be created and maintained in the District Dean of Students Office, in accordance with Collin College's records retention procedures. Student disciplinary records are protected under the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).

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

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

**9. What should students do if they have a complaint?**

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

Students should attempt to resolve a complaint regarding a faculty member's performance with the faculty member. If the situation cannot be resolved at that level, the student should 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 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* form 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, 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 students do if they believe they have been a victim of dating violence, discrimination, domestic violence, gender-based harassment, harassment, hazing, sexual assault, sexual harassment, or stalking on campus or at a Collin College-sponsored event?**

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.

**11. How can parents help?**

Parents can discuss the importance of making sound choices, clearly state their expectations, and be role models for appropriate conflict resolution. Parents should define clear and consistent boundaries with their students while also keeping the lines of communication

open. Be willing to discuss difficult topics such as drug and alcohol abuse, relationship issues, consent to sexual activity, and sexual assault. Additionally, parents should become familiar with the [Student Code of Conduct](#), the student disciplinary process, and the various resources available both on and off campus.

### Contact Information

**Phone:** 972.881.5604

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