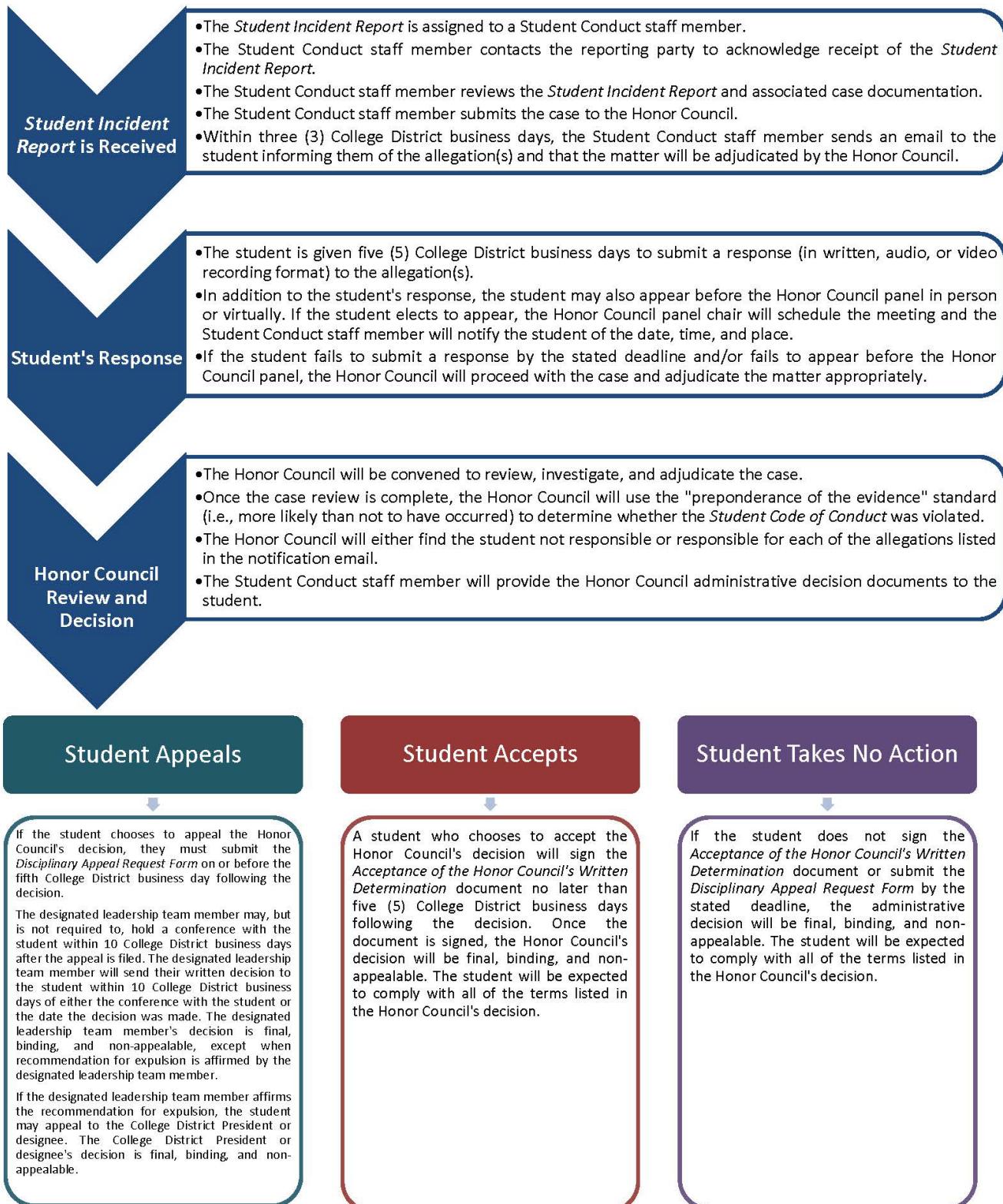


# Honor Council Process Flowchart

This flowchart is an overview of the Honor Council process for subsequent scholastic dishonesty offenses (i.e., repeat offenses).

For specific procedures, see the *Student Code of Conduct* located in the current [Collin College Student Handbook](#).



### **Student Incident Report is Received**

- The *Student Incident Report* is assigned to a Student Conduct staff member.
- The Student Conduct staff member contacts the reporting party to acknowledge receipt of the *Student Incident Report*.
- The Student Conduct staff member reviews the *Student Incident Report* and associated case documentation.
- The Student Conduct staff member submits the case to the Honor Council.
- Within three (3) College District business days, the Student Conduct staff member sends an email to the student informing them of the allegation(s) that the matter will be adjudicated by the Honor Council.

### **Student's Response**

- The student is given five (5) College District business days to submit a response (in written, audio, or video recording format) to the allegation(s).
- In addition to the student's response, the student may also appear before the Honor Council panel in person or virtually. If the student elects to appear, the Honor Council panel chair will schedule the meeting and the Student Conduct staff member will notify the student of the date, time, and place.
- If the student fails to submit a response by the stated deadline and/or fails to appear before the Honor Council panel, the Honor Council will proceed with the case and adjudicate the matter appropriately.

### **Honor Council Review and Decision**

- The Honor Council will be convened to review, investigate, and adjudicate the case.
- Once the case review is complete, the Honor Council will use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) to determine whether the *Student Code of Conduct* was violated.
- The Honor Council will either find the student not responsible or responsible for each of the allegations listed in the notification email.
- The Student Conduct staff member will provide the Honor Council administrative decision documents to the student.

### **Student Appeals**

- If the student chooses to appeal the Honor Council's decision, they must submit the *Disciplinary Appeal Request Form* on or before the fifth College District business day following the decision.
- The designated leadership team member may, but is not required to, hold a conference with the student within 10 College District business days after the appeal is filed. The designated leadership team member will send their written decision to the student within 10 College District business days of either the conference with the student or the date the decision was made. The designated leadership team member's decision is final, binding, and non-appealable, except when recommendation for expulsion is affirmed by the designated leadership team member.
- If the designated leadership team member affirms the recommendation for expulsion, the student may appeal to the College District President or designee. The College District President or designee's decision is final, binding, and non-appealable.

### **Student Accepts**

- A student who chooses to accept the Honor Council's decision will sign the *Acceptance of the Honor Council's Written Determination* document no later than five (5) College District business days following the decision.
- Once the document is signed, the Honor Council's decision will be final, binding, and non-appealable.
- The student will be expected to comply with all of the terms listed in the Honor Council's decision.

### **Student Takes No Action**

- If the student does not sign the *Acceptance of the Honor Council's Written Determination* document or submit the *Disciplinary Appeal Request Form* by the stated deadline, the administrative decision will be final, binding, and non-appealable.
- The student will be expected to comply with all of the terms listed in the Honor Council's decision.