



## District Dean of Students Office

### Faculty and Staff Members' Frequently Asked Questions

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

Student disciplinary incidents should be submitted to the Student Conduct Office using the [Student Incident Report](#) form.

#### **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 Student Conduct staff member or the Honor Council. The Student Conduct staff member or the Honor Council will investigate the allegation(s) and make an administrative decision in the case. No matter what the circumstances, the incident will be considered an alleged offense until a final administrative decision is reached and the disciplinary case is closed. 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 Student Conduct staff member or the Honor Council will contact the faculty member with additional instructions and to gather more information. The Student Conduct staff member or the Honor Council will then investigate the allegation(s) and make an administrative decision in the case. If the student chooses to appeal the Student Conduct staff member's or the Honor Council's administrative decision, the faculty member may be asked to attend the appeal or provide a witness statement. 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 faculty member may either:

1. Delay posting a grade for the academic work in question until the case is finally adjudicated, as defined in the *Student Code of Conduct*; or
2. Enter a temporary placeholder grade of zero (0) along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated, as defined in the *Student Code of Conduct*.

A final grade for the course will not be entered prior to a final resolution of the case. If the student is found responsible for committing scholastic dishonesty, the faculty member will determine the appropriate academic penalty based on their syllabus policies and in compliance with law, which may include,

but is not limited to, a grade of zero (0) on the assignment or 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 Student Conduct 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?**

A Student Conduct staff member can assist the faculty member with evaluating a student's work to determine whether a *Student Incident Report* should be submitted. Resources such as [Turnitin](#) 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 Student Conduct 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 Student Conduct Office.

#### **8. If a student is being disruptive in class, does a faculty member have the authority to ask the student to leave?**

A faculty member has the authority to temporarily dismiss a student from class if the student engages in disruptive or inappropriate behavior in the classroom setting or interferes with the teaching and learning process. The temporary classroom dismissal will not exceed one (1) class period. If the student's behavior is so disruptive it is believed they should be dismissed from more than one (1) class period, the faculty member must submit a [Student Incident Report](#) to the District Dean of Students Office and notify the appropriate program director, associate academic/workforce dean, and/or

academic/workforce dean.

**9. What should a faculty or staff member do if they are informed that a student is pregnant, experiencing a pregnancy-related condition(s), and/or parenting?**

The faculty or staff member should submit the [Pregnant and Parenting Students Information Form](#) or contact Collin College's liaison officer for pregnant and parenting listed below.

**Liaison Officer for Pregnant and Parenting Students**

Amy Throop  
Associate Dean Title IX Compliance  
Technical Campus Suite A004/A006  
972.599.3126  
[athroop@collin.edu](mailto:athroop@collin.edu)

**10. 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/workforce dean, or academic/workforce 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/workforce dean, or academic/workforce 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](#).

Students who wish to file a complaint regarding discrimination, harassment, or retaliation committed by another student should submit the [Student Incident Report](#) form.

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](#).

Students who wish to file a complaint regarding dating violence, domestic violence, gender-based harassment, sex discrimination, sexual assault, sexual harassment, stalking, or retaliation arising from a complaint of sex discrimination or sexual harassment should submit the [Title IX Formal Complaint Form](#) or contact the appropriate Title IX coordinator or deputy Title IX coordinator listed below.

**Title IX Coordinator for Students**

Terrence Brennan  
District Dean of Students  
Frisco Campus Room F144B  
972.881.5604  
[tbrennan@collin.edu](mailto:tbrennan@collin.edu)

**Deputy Title IX Coordinator for Students**

Amy Throop  
Associate Dean Title IX Compliance  
Technical Campus Suite A004/A006  
972.599.3126  
[athroop@collin.edu](mailto:athroop@collin.edu)

**Title IX Coordinator for Employees**

Vacant

**Deputy Title IX Coordinator for Employees**

Tonya Jacobson  
Manager Employee Relations  
Collin Higher Education Center Suite 339  
972.758.3856  
[tjacobsen@collin.edu](mailto:tjacobsen@collin.edu)

**11. What should a faculty or staff member do if they are informed that a student or fellow employee has been a victim of dating violence, domestic violence, sexual assault, sexual harassment, or stalking?**

All Collin College faculty and staff members who find themselves in this situation should immediately report the incident(s) to the appropriate Title IX coordinator or deputy Title IX coordinator so it can be handled according to both Collin College policy and the requirements of various state and federal laws. The faculty or staff member should submit the [Mandatory Reporting Form for Incidents of Dating Violence, Domestic Violence, Sexual Assault, Sexual Harassment, and Stalking](#) or contact the appropriate Title IX coordinator or deputy Title IX coordinator listed under Item 10 above.

**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/)

**Campus Office Locations:**

Celina Campus, Suite 103  
Farmersville Campus, Room 127G  
Frisco Campus, Suite F109  
McKinney Campus, Suite W200  
Plano Campus, Suite D134  
Technical Campus, Suite A004  
Wylie Campus, Campus Commons Suite CC215