

APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

CAK  
(LOCAL)

<b>Purpose Statement</b>	The College District is required under the Public Funds Investment Act (PFIA) Chapter 2256, Texas Government Code, to adopt a written investment policy. The College District is required to comply with the investment policy as approved by the Board in accordance with the standard of care as set forth in Chapter 2256.006, Texas Government Code.
<b>Statement of Intent</b>	The College District will invest public funds in a manner that provides the maximum security while meeting the daily cash flow demands of the College District, providing maximum potential interest earnings, and conforming to all state and local statutes governing the investment of public funds.
<b>Scope</b>	This investment policy applies to all financial assets of the College District. All funds are accounted for in the College District's Annual Financial and Compliance Report.
<b>Prudence</b>	<p>Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.</p> <p>The standard of prudence to be used by investment officers will be the "prudent person" standard and will be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.</p> <p>Prudent measures will be used to liquidate any investment that is downgraded to less than the required minimum rating.</p>
<b>Objectives</b>	<p>The primary objectives, in priority order, of the College District's investment activities will be:</p> <ol style="list-style-type: none"><li>1. <b>Safety:</b> Safety of principal is the foremost objective of the College District's investment program. Investments of the College District will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.</li><li>2. <b>Liquidity:</b> The College District's investment portfolio will remain sufficiently liquid to enable the College District to meet all operating requirements that might be reasonably anticipated.</li></ol>

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3. Return on Investments: The College District's investment portfolio will be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles commensurate with the College District's investment risk constraints and the cash flow characteristics of the portfolio.

**Designated Officers**

The College District's chief financial officer and designee(s) as authorized by the District President, ~~the associate vice president of accounting and financial reporting, and the associate vice president/controller~~ are expressly authorized by the Board to cause the investment of all available College District funds consistent with this policy and are therefore designated as the investment officers. Because of the various duties and responsibilities related to managing the investment portfolio, the College District's designated investment officers may delegate specific support duties and responsibilities to the revenues and receivables accountant. No person may engage in an investment transaction except as provided under the terms of this policy.

The College District may contract with a Securities and Exchange Commission (SEC)-registered investment adviser for non-discretionary management of the portfolio.

**Ethics and Conflicts of Interest**

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the College District's investment program or that could impair their ability to make impartial investment decisions. Investment officers who have a personal business relationship with a business organization seeking to sell investments to the College District will file a statement disclosing the relationship to the College District's Board. Any material financial interests in financial institutions that conduct business with the College District, as well as any personal financial/investment positions that could be related to or have an impact upon the performance of the College District's portfolio, will be disclosed.

Additionally, any investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the College District will file a statement disclosing that relationship to the Texas Ethics Commission. A personal business relationship for this disclosure is defined as:

1. Owning ten percent or more of the voting stock or shares of the business organization or owning \$5,000 or more of the fair market value of the business organization;
2. Receiving funds from the business organization exceeding ten percent of gross income for the previous year; or

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3. Acquiring from the business organization during the previous year investments with a book value of \$2,500 or more for a personal account.

**Sellers of  
Investments**

The firm, representatives of brokers/dealers, and representatives of brokers/dealers with distributors of investment pools will be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA). Distributors of investment pools will also be registered in good standing with the Municipal Securities Rulemaking Board (MSRB). A copy of the policy will be sent to every authorized broker/dealer.

**Authorized Financial  
Dealers and  
Institutions**

The College District will maintain a list of qualified brokers/dealers authorized to engage in investment transactions. The Board will annually review, revise, and adopt this list of qualified brokers.

All approved brokers must have completed a College District broker/dealer questionnaire and will be sent a copy of the investment policy for their records.

Approved brokers will have a current financial statement on file and, if applicable, will have executed a Master Repurchase Agreement.

The District's current investment adviser maintains the brokerage compliance files for the District, and will provide the list of brokers/dealers to the District annually for review and adoption.

Local government pools will be sent a copy of the policy and must certify that they have reviewed that policy.

**Authorized  
Investments**

The College District will pursue a conservative, proactive approach to investment activity, including bond proceeds and pledged revenue to the extent allowed by law, and although other investments may be authorized by law, the College District may invest only in investments authorized by the Board as listed below:

1. Treasury bills, treasury notes, and treasury bonds of the United States and other direct obligations of the agencies and instrumentalities of the United States.
2. Federal Deposit Insurance Corporation (FDIC) insured or collateralized time or demand deposits issued by a state or national bank domiciled in this state that are:
  - a. Insured by the FDIC or its successor; or
  - b. Secured by obligations described by the Public Funds Collateral Act, Chapter 2257.

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3. Fully collateralized repurchase agreements, as expressly defined in Section 2256.011, Texas Government Code.
4. Local government investment pools approved by the College District's Board, by resolution, with a continuous rating of no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and striving to maintain a \$1 net asset value.
5. AAA-rated money market mutual funds meeting the following criteria:
  - a. The fund must be registered with and regulated by the SEC;
  - b. The fund must have a dollar-weighted average stated maturity of not more than 60 days;
  - c. An established objective of the fund must be to maintain a stable net asset value of \$1 for each share;
  - d. The fund must comply with SEC Rule 2a-7; and
  - e. The fund must meet all requirements of the Texas Public Funds Investment Act, as amended.
6. Domestic commercial paper rated A1/P1 or equivalent with a maximum maturity of 270 days.
7. Obligations of states, agencies, counties, cities, and other political subdivisions of any U.S. state rated A or equivalent by a nationally recognized investment rating agency.
8. FDIC-insured brokered certificates of deposit securities issued by any bank in the U.S. delivery-versus-payment (DVP) to the College District's safekeeping agent.
9. Share certificates of credit unions domiciled in the state insured by the National Credit Union Insurance Fund.
10. Interest bearing accounts in any bank in Texas, FDIC insured or collateralized in accordance with this policy.

**Prohibited  
Investments**

The College District is strictly prohibited from investing in any of the following collateralized mortgage obligations (CMO):

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

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2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.
4. Collateralized mortgage obligations that have interest rates determined by an index that adjusts opposite to the changes in a market index.

**Collateralization**

Collateralization will be required on all bank time or demand deposits and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102 percent of market value of principal and accrued interest. The custodian will be independent and outside the holding company of the pledging institution or repurchase agreement counter-party.

Acceptable collateral for depository time and demand deposits includes only:

- Obligations of the U.S. government, its agencies, and instrumentalities;
- Obligations of or guaranteed by state and local governmental entities if rated "A" or better; and
- FHLB letters of credit.

Acceptable collateral for repurchase agreements includes only:

- Obligations of the U.S. government, its agencies, and instrumentalities; and
- Obligations of or guaranteed by state and local governmental entities if rated "A" or better.

All these securities are authorized by the Public Funds Collateral Act, Chapter 2257, Texas Government Code.

Additional collateral may be pledged or purchased as required, released as it is not needed, and substituted, if necessary, with the written consent of the investment officer.

**Safekeeping**

All security transactions, including collateral for repurchase agreements, entered into by the College District will be conducted on a DVP basis. Securities owned by the College District will be held by a College District contracted third-party safekeeping institution. Safekeeping receipts and clearance documents will be required for

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	all securities purchased or sold by the College District and held in safekeeping by an authorized third party.
<b>Diversification</b>	Diversification by investment maturity based on cash flow needs will reduce the impact of adverse market fluctuations.
<b>Maximum Maturities</b>	<p>To the extent possible, the College District will attempt to match its investments with anticipated cash flow requirements except the College District will not invest in securities maturing more than 60 months from the date of purchase.</p> <p>The maximum dollar weighted average maturity of the total portfolio will not exceed 36 months.</p>
<b>Internal Controls</b>	<p>Duties related to investment activities will be delegated so that segregation of duties will be maintained with respect to purchasing, recording, authorizing, and reconciling investment accounts. The College District's designated investment officers will be responsible for all investment decisions. Written signature authorization of two of the aforementioned investment officers will be required to execute all investment purchases or sales.</p> <p>As part of the annual financial audit, the external auditors will perform a compliance audit of management controls on investments and adherence to investment policies and procedures.</p>
<b>Delivery Versus Payment</b>	All security transactions (with the exception of pool or money funds) by the College District will be settled "delivery versus payment." That is, the College District authorizes the safekeeping institution to release its funds only after a purchased security has been received by the institution.
<b>Competitive Bidding Required</b>	All investments will be purchased or sold on a competitive basis with bids or offers from a minimum of three College District authorized brokers/dealers for the best yield and maturity. New issue agencies must be compared to comparable securities as a competitive bid.
<b>Monitoring Credit Ratings</b>	The investment officer or investment adviser will monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by policy, the investment officer or adviser will notify the CFO of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation options available, within five days after the loss of the required rating.
<b>Loss of Credit Rating</b>	The College District will monitor the credit ratings on securities that require minimum ratings. This may be accomplished through staff

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research or with the assistance of brokers/dealers, banks, safe-keeping agents, advisers, or other independent sources. In the event that the credit rating of any security falls below the minimum required rating, the College District will take all prudent measures that are consistent with its policy to liquidate the investment.

The College District is not required to liquidate investments that were authorized investments at the time of purchase. [See 2256.017]

**Monitoring FDIC  
Coverage**

The investment officer or investment adviser will monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College District based upon information from the FDIC. If any bank has been acquired, or merged with another bank in which brokered CDs are owned, the investment officer or adviser will immediately liquidate any brokered CD and/or interest-bearing investments that place the College District above the FDIC insurance level.

**Reporting**

Not less than quarterly, a written report of investment transactions for all funds will be prepared and signed by the investment officers and will be submitted to the Board. Reports will be prepared in accordance with requirements as specified in Section 2256.023, Texas Government Code. The quarterly written reports will be reviewed annually during the compliance audit of an independent auditor with the results reported to the Board.

**Market Price**

The investment portfolio will be marked to market monthly. Pricing information will be obtained from sources deemed independent and comparable by the associate vice president of accounting and financial reporting or the associate vice president/controller. If the price of a security is not available, the price may be estimated by analyzing similar securities' market values (matrix pricing).

**Training**

The College District's chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller, being designated by the Board as the investment officers for the College District, will receive ten hours of instruction in accordance with the PFIA of the State of Texas within the first 12 months of assuming the position. Every succeeding two years the officers will receive at least ten additional hours of training relating to investment responsibility from an independent source approved by the Board.

**Investment Policy  
Review and  
Adoption**

The College District's investment policy will be adopted by written resolution of the Board stating that the Board has reviewed the investment policy and strategy and will include any changes made to either. The investment policies and strategies will be reviewed by



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the Board not less than annually. All revisions will be formally approved by the Board.

**Investment Strategy**

The College District maintains portfolios that use four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio(s). The weighted average maturity of the overall portfolio will not exceed one year.

Strategies for the investment of College District funds will address:

1. Investment suitability as it relates to the financial requirements and credit concerns of the College District;
2. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
3. Liquidity to the extent needed to pay the College District's obligations as they become due;
4. Investment marketability provided the need arises for the College District to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
5. Investment diversification by maturity and market sector; and
6. Yield to attain the best yield on investments, while considering risk constraints and cash flow needs; the basis or benchmark used to determine whether market yields are being achieved will be the one-year Treasury Bill chosen for its comparability to the portfolio's maximum weighted average maturity.

**Operating Fund**

The primary objective of the investment strategy for the operating fund will be to ensure that anticipated cash flows are matched with adequate investment liquidity. Maturities will be staggered to meet operating expenditures, based on known and projected cash flows and market conditions. The number of months stated in this policy is the maximum maturity for the securities in the portfolio.

**Building Fund**

The primary objective of the investment strategy for the building fund will be to ensure that maturities are matched with anticipated cash flows. Maturities will be staggered so that they coincide with estimated draw down dates based on construction schedules and estimated project completion dates.

**Debt Service Fund**

The primary objective of the investment strategy for the debt service fund will be to ensure that investment liquidity is adequate to



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cover each succeeding debt service obligation on the required payment date. No investments may be made that exceed the next unfunded debt service payment date.

Debt Service  
Reserve Funds

Debt service reserves have no anticipated expenditures. The funds are deposited to provide annual debt service payment protection to bond holders. Market conditions and arbitrage regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the applicable arbitrage yield for a specific bond issue, the College District is best served by locking in investment maturities and reducing liquidity. If the arbitrage yield cannot be exceeded, the concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields. Managing the portfolios maturities to not exceed the call provisions of the bond issue will reduce the investment's market risk if the College District's bonds are called and the reserve fund liquidated. No investment maturity will exceed the maximum amount stated earlier in this policy. All portfolio investments will be in compliance with bond covenants and insurance requirements of all bond issues.

**Capitalization  
Threshold**

~~The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000 or more.~~

The District President or designee ~~shall~~will determine the capitalization threshold for individual capital assets and for a group of assets, the individual cost of which does not exceed the capitalization threshold ~~above~~ but for which the cost in the aggregate is significant.

SAFETY PROGRAM

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**Comprehensive  
Safety Program**

The College District ~~shall~~will take every reasonable precaution regarding the safety of its employees, students, visitors, and all others with whom it conducts business. A designated administrator ~~shall~~will be responsible for developing, implementing, and promoting a comprehensive safety program.

The general areas of responsibility include, but are not limited to, the following:

1. Guidelines and procedures for responding to emergencies-  
and disasters. [See CGC and CGE]
2. Fire safety and prevention programs.
- 2.3. Program activities intended to reduce the frequency of accident and injury.
- 3.4. Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
- 4.5. Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
- 5.6. Driver education programs, when available.
- 6.7. Vehicle safety programs.
- 7.8. Traffic safety programs and studies related to employees, students, and the community.

**Information  
Management**

The ~~College District~~ President or designee ~~shall~~will be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

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**Note:** For provisions addressing the College District's information security program, see CS.

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COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

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Employees are encouraged to keep abreast of the latest trends in education, to grow professionally, and to work cooperatively with other professionals both inside and outside the College. To this end, employees may make professional trips from time to time. Reimbursement for such trips will be made within established guidelines and budget constraints.

Employees whose duties require travel within the College will also be entitled to reimbursement consistent with the College's procedures and guidelines for faculty and staff.

**Professional  
Trips**

Employees will be allowed to attend professional meetings that pertain to their respective areas of responsibility, subject to the following criteria:

1. The money to be expended falls within the budget amounts previously approved by the Board. Funds will be provided in the budget for the purpose of underwriting the cost of travel and per diem expenses on a departmental basis.
2. The trip is approved by the immediate supervisor, appropriate vice president, provost, or, for international travel, by the District President or designee.

**Reimbursement**

Employees will be reimbursed for reasonable travel expenses in accordance with the College's business procedures.

**In-District Travel**

For purposes of the in-College travel policy, the following definitions will apply:

1. Employees will be defined as full-time employees or part-time staff employees of the College.
2. Multiple assignments will be defined as assignments that in any one day require the employee to start the workday at one location and travel to a subsequent location(s) to meet the College's needs. The concept of multiple assignments refers to ~~a full-time~~ the primary assignment only and specifically excludes the part-time overload or extra service assignment that may be worked by full-time or part-time staff employees.
3. Committee and special assignments will be defined as being integral to the operation of the College. These assignments are established by the vice president, provost, or District President; examples are curriculum advisory board, all College council meetings, and search committees.

Employees who serve on College committees or serve on special College assignments will be reimbursed at the standard approved

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EXPENSE REIMBURSEMENT

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rate per mile in accordance with the College's business procedures.

Travel for employees for specially funded programs will be governed by the terms of that program contract but will not exceed the approved travel rate for the College.

**International Travel**

Purpose

International travel will be authorized by the District President or designee for the primary purpose of increasing the academic and/or civic experience offered to College students and enhancing the value of the faculty and staff's contribution to the College's strategic goals.

Definition

International travel must serve a College benefit or an approved master plan/strategic goals of the College.

International travel is defined as any approved College-related trip during or outside of usual working hours taking place anywhere outside of North America. College employees may be approved to travel with the College for a variety of reasons provided they are effectively tied to the master plan/strategic goals of the College. International travel will be an authorized expenditure under the College's annual operating budget. [See CC(LEGAL)]

Behavior

All employees will adhere to the Employee Standards of Conduct. [See DH(LOCAL)]

Conflicts of Interest

All College employees will adhere to the conflicts of interest provisions found in Board policies. [See DBD]

Eligibility

For the purposes of international travel, only full-time employees will be eligible. An otherwise eligible employee, whose position is funded by an external grant or contract, will be ineligible for international travel unless such travel is required and funded by the grant or contract.

International travel will not be considered as an individual professional development right or deferred compensation.

Funding

Any employee who voluntarily terminates full-time employment with the College prior to 12 months following the completion of the international travel will have a prorated portion of the travel expenses (including registration fees, hotels, meals, and transportation costs) deducted from his or her final payroll check to the extent permitted by law. If insufficient funds exist to repay the amount due through payroll deduction, the prorated amount due to the College must be repaid through a personal check or equivalent.

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Risk Assessments	<p>Country risk assessment reports are required for all countries to be visited regardless of security ratings. A State Department risk assessment must be provided with the application and resubmitted within 30 days of departure.</p> <p>Employees or any other individuals authorized to travel, including students, will not be allowed to travel to countries for which a travel advisory has been issued by the State Department of the United States of America. Information regarding current State Department advisories can be found on its <a href="#">website</a><sup>1</sup>.</p>
Release	<p>In consideration of the College authorizing international travel for a College employee and other consideration, the College employee will execute a written release prior to beginning the travel, releasing the College and its trustees, officers, employees, and agents from any liability, claims, causes of action, and damages, known or unknown, in connection with or related to the international travel authorized by the College. The form of the release will be approved by the College.</p>
Limitations	<p>Requests for international travel will be within budget and will reflect a direct benefit to the College's students.</p>
Application	<p>Applications will be submitted a minimum of three months prior to the planned travel dates; exceptions to the application period will require approval from the appropriate leadership team member.</p> <p>All proposals will be submitted to the appropriate dean, director, or immediate supervisor, using the International Travel form. Applications recommended for approval will be submitted by the appropriate dean, director, or immediate supervisor to be evaluated by a review committee consisting of one academic dean on each campus and at least two other administrators within the College. Applications recommended for approval by the review committee will be submitted to the appropriate leadership team member.</p>
Approval	<p>Subject to the limitations specified in this policy, and upon the recommendation of the review committee and the appropriate leadership team member, the District President or designee may authorize international travel. The decision of the District President or designee is final.</p>

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<sup>1</sup> State Department Travel Advisories: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

## NEW POLICY

### Purpose

Collin College is committed to providing an academic environment that is respectful of the religious beliefs, if any, of its students, in accordance with state and federal laws and regulations. The purpose of this policy is to ensure reasonable accommodations will be provided to students whose sincerely held religious beliefs conflict with a Collin College policy, procedure, and/or program or academic requirement. The purpose of this policy is to also help ensure compliance with students' observance of religious holy days in accordance with state law. See FC(LEGAL).

### Definitions

For purposes of this policy, the following definitions apply.

A "religious accommodation" is a reasonable adjustment to an academic or clinical program of the College District.

A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20 as defined in FC(LEGAL).

An accommodation may cause "undue hardship" if it is an action or request that would pose an unreasonable burden or significant difficulty or expense to the College District considered under the factors allowed by law. The determination of undue hardship is dependent on the facts of each individual situation and will be made on a case-by-case basis.

A "fundamental alteration" is a change to an academic, program, service, or activity of the College District that significantly changes the essential nature of the academic course, program, service, or activity (i.e., course design or degree requirements).

### Attendance Accommodations for Religious Holy Days

The District President or designee will develop procedures for addressing excused absences of students, including for absences due to religious holy days, consistent with applicable law. The procedures will be published in the student handbook, catalog, and/or official publications of the College District.

Consistent with state law and regulations, if there is a disagreement about the excused absence for the observance of a religious holy day or about the reasonable time to complete a missed assignment or examination, either the student or the faculty member may request a ruling from the District President or designee. The student and the faculty member will abide by the decision of that individual.



**Religious  
Accommodations in  
Clinical Programs  
that Involve Patient  
Care**

Religious accommodation requests of students in clinical programs of the College District will be evaluated on a case-by-case basis. Religious accommodation requests that cause an undue hardship to the College District, result in a fundamental alteration, and/or are objectively unreasonable may not be granted.

Religious accommodation requests of students in a clinical program that involve patient care may depend on the requirements imposed by external hospitals and clinical partners where the clinicals or labs are hosted. A religious accommodation in a clinical program may require placement at a different hospital or clinical partner, if available. If not available, granting the religious accommodation may delay the student's completion of the clinical program.

The District President or designee will develop procedures addressing religious accommodations in clinical programs that involve patient care, consistent with law, for students whose sincerely held religious beliefs conflict with a Collin College policy, procedure, and/or program or academic requirement.

To request a religious accommodation in a clinical program that involves patient care, a student must submit the appropriate form to the Accommodations at Collin College for Equal Support Services (ACCESS) Office.

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**Student Code of Conduct**

College District 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.

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

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

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. In the event any provision of this policy conflicts with the laws of the State of Texas or the United States of America, the state or federal law will prevail.

**Scholastic Dishonesty**

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. The College District may initiate disciplinary proceedings against a student or program applicant accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty includes, but is not limited to, one (1) or more of the following acts:

1. Cheating;
2. Collusion; and/or
3. Plagiarism.

Definitions of the scholastic dishonesty terms listed above are located in the current Student Code of Conduct.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member may either:

1. Delay posting a grade for the academic work in question until the case is finally adjudicated under policy FMA; ~~by the Dean of Students Office~~ or
2. May enter a temporary placeholder grade of zero, along with an explanatory note, on the assignment(s) under review until

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the case is finally adjudicated under policy FMA. ~~by the Dean of Students Office~~

A final grade for the course ~~shall~~will not be entered prior to a final resolution of the case ~~by the Dean of Students Office~~.

A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties under policy FMA ~~from the Dean of Students 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 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.

**Student Code of  
Conduct Violations**

The College District may initiate disciplinary proceedings for a student or program applicant who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Committing an act of scholastic dishonesty including, but not limited to, cheating, collusion, and/or plagiarism.
2. Conducting himself or herself in a manner that interferes with or disrupts the educational environment, orderly process of the College District, or lawful rights of others.
3. Committing any offense that violates the College District's Core Values.
4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.
8. Violating the College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration

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of meetings and activities, use of College District facilities or the time, place, and manner of public expression).

9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
10. Failing to notify College District officials of a change in residency status or current address.
11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphorants, and/or look-alike products (i.e., what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
13. Retaliating against another student, campus visitor, or staff or faculty member.
14. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment.
15. Creating an intimidating, hostile, or offensive educational environment.
16. Using, possessing, or displaying any location-restricted knives, clubs, knuckle devices, firearm silencers, or other prohibited weapons or devices, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]
17. Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions will subject a student to disciplinary penalties, while a student

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involved in illegal acts may be arrested and face criminal prosecution.

18. Failing to secure, misusing, or sharing College-Wide Identification (CWID) numbers, College District email accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and will be addressed as a formal disciplinary matter.
21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
22. Engaging in the disruptive use of electronic, digital media, or telecommunication, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during classes, labs, or other College District learning environments. In addition, all electronic, digital media, telecommunication, and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Centers.
23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
24. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
25. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on College District property.
26. Forging, altering, or misusing College District documents or records.

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27. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies.

**Collin College  
Honor Code**

The College District's student government association, in collaboration with staff employees, will draft an honor code that addresses academic dishonesty by students at the college.

The honor code will reflect student values and ethical conduct that adheres to the College District's core values of integrity and academic excellence. The honor code will be submitted to the Academic, Governance, and Strategic Planning Council (AGS) for review and for a vote to recommend to the District President for final approval.

If approved, the honor code will be included in the student handbook and official college publications. Violations of the honor code may be reported to the dean of students under policy FMA. Subsequent allegation(s) of scholastic dishonesty that also violate the honor code, will also be referred to the College District's Honor Council for adjudication under policy FMA.

**Hazing**

Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBC(LEGAL)] The College District Dean of Student Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

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**Note:** For procedures related to student discipline, see FMA.

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**Penalties for Student Misconduct**

A student will be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following types of penalties:

1. Reprimand - A ~~verbal or~~ written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action. Reprimand will not be imposed in cases of scholastic dishonesty.
2. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage. Restitution will not be imposed in cases of scholastic dishonesty.
3. Scholastic penalty - The assignment of a failing grade on an assignment or examination or in a course by an instructor after a student is found responsible through the student disciplinary process for scholastic dishonesty, including, but not limited to, cheating, collusion and plagiarism. The instructor or program director will submit a written report of the incident and of the recommended scholastic penalty(ies) to their associate dean and/or dean.
4. Educational Project Experience (EPE) – An assignment or experience allowing the student to learn specific behaviors or lessons related to the student's conduct and the specifics of the student's disciplinary case. EPEs offered by the College District include, but are not limited to, awareness seminars, essays or written assignments, and online learning modules.
5. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The Conditional Probation may be for a specified length of time or an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the Conditional Probation may lead to suspension or expulsion.
6. Suspension - Forced withdrawal from the College District for either a definite period of time or until stated conditions have



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been met. Normally, suspension will extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

7. Expulsion - Permanent forced withdrawal from the College District. A student receiving expulsion will have the action noted in the student's permanent record.

Suspended or  
Expelled Students

No former student who has been suspended or expelled from the College District for disciplinary reasons will be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the appropriate administrator or the Board.

**Disciplinary Records  
and Retention**

The College District will maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that will reflect the charge(s), the disposition of the charge(s), the sanction(s) assessed, if any, and any other pertinent information. The disciplinary record will be separate from the student's academic record and will be treated as confidential; the contents will not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record will be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record will be maintained in accordance with the College District's records retention schedule.

**Publication**

Information regarding student discipline described in College District policies and accompanying procedures will be published in the student handbook.

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**Reports of Alleged  
Misconduct**

College District faculty and staff will report and submit an alleged violation or violations of College District policies and procedures, including the rules for student conduct in the Student Code of Conduct [see FLB], committed by a student to the dean of students within a reasonable time following an alleged incident. For the purpose of reporting violations under this policy, “a reasonable time” means within fifteen College District business days of the date of an alleged incident.

~~In the case of~~ For the purpose of reporting violations of scholastic dishonesty under this policy, “a reasonable time” means within fifteen College District business days of: (1) the date of an alleged incident; or (2) the date the instructor discovers the alleged scholastic dishonesty. If scholastic dishonesty is alleged, the instructor has the option to also report allegations of scholastic dishonesty discovered in previous assignments completed by the student for the same course within the same semester. The allegation(s) must be submitted in writing, through traditional or electronic means, and must describe the violation(s) and any surrounding facts.

The dean of students or designee will investigate the ~~matter~~alleged violations, as appropriate.

Exception

Reports of sex discrimination or sexual harassment will be submitted in accordance with DIAA or FFDA, as appropriate.

Dismissal of  
Allegation

If an allegation is deemed to be unfounded, the dean of students or designee will dismiss the allegation and will provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.

**First-Time Cases  
of Scholastic  
Dishonesty**

The district dean of students or designee will investigate initial or first-time cases of scholastic dishonesty in accordance with the student disciplinary procedures outlined in this policy. If a student is found responsible for scholastic dishonesty, the district dean of students or designee will impose an appropriate disciplinary penalty or penalties as outlined in policy. [see FM]

Allegations of student misconduct that do not involve scholastic dishonesty will be addressed by the district dean of students or designee under this policy or others. [see FLB and FM].

**Subsequent Cases  
of Scholastic  
Dishonesty**

If a student is reported for a subsequent allegation(s) of scholastic dishonesty (whether consecutive or in the same or different course), the district dean of students or designee will refer the subsequent

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allegation(s) to the College District's Honor Council for adjudication of the allegations.

**Notification  
Conference**

If the dean of students or designee determines the allegation(s) warrants further consideration, the dean of students or designee will summon the student for a notification conference to be held within a reasonable time, not to exceed ~~ten-five~~ College District business days, following receipt of the allegation of misconduct.

At the notification conference, the dean of students or designee will inform the student of the allegation(s) and provide the student an opportunity to respond and submit applicable documentation or evidence for consideration by the dean of students or designee.

Notification and  
Options in Scholastic  
Dishonesty Cases

For first-time cases of scholastic dishonesty and within three College District business days of receiving the report of alleged scholastic dishonesty, the dean of students or designee will send an email informing the student of the allegation(s) and providing the following two options:

1. The student may appear for a notification conference to be held within a reasonable time, not to exceed five College District business days, following the date of the email from the dean of students or designee; or
2. The student may review, sign, and return to the dean of students or designee a no contest plea form.

The no contest plea form will provide detailed information regarding the allegation(s), that the student immediately accepts an administrative decision finding the student responsible, that the student accepts the penalty(ies) imposed as part of the administrative decision, and that the student waives the right to appeal the administrative decision. The penalties contained in the no contest plea form are not subject to modification or negotiation. The student must sign, date, and return the no contest plea form via email to the dean of students or designee by the deadline provided or within two College District business days following the date of the email from the dean of students or designee. Once the no contest plea form is signed and received by the dean of students or designee, the administrative decision of the dean of students or designee will be final as of the date of the student's signature, binding, and the student will not be allowed to appeal that administrative decision.

If the student does not submit the signed no contest plea form to the dean of students or designee by the deadline provided, the notification conference will be held within a reasonable time, not to

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exceed five College District business days, following the date of the initial email from the dean of students or designee. At the notification conference, the dean of students or designee will inform the student of the allegation(s) and provide the student an opportunity to respond and submit applicable documentation or evidence for consideration by the dean of students or designee.

Reasonable requests for extensions of time to hold the notification meeting may be considered and granted by the dean of students or designee at their sole discretion. Requests for extensions to sign and return the no contest plea form will not be granted.

“Not Responsible”  
Administrative  
Decision

After conferring with the student at the notification meeting, if the dean of students or designee determines the student did not commit a violation, the student will be found not responsible and will not be issued a disciplinary penalty under FM.

The student will be provided written notice of the “Not Responsible” administrative decision. A “Not Responsible” administrative decision from the dean of students or designee will be final, ~~and~~ binding, and the student will not be allowed to appeal the “Not Responsible” administrative decision.

Informal Resolution

For cases not involving allegations of scholastic dishonesty, if the dean of students or designee determines that addressing the allegation(s) informally is more appropriate, the dean of students or designee will recommend an informal resolution of the allegation(s).

The dean of students or designee may recommend behavioral directives to support compliance with the College District’s *Student Code of Conduct*. If the student agrees to comply with all recommended behavioral directives, the dean of students or designee will issue an Informal Resolution Agreement and the student will not be issued a disciplinary penalty under FM. As part of the Informal Resolution Agreement, the student will be required to sign an Acknowledgement Statement indicating the student will comply with the *Student Code of Conduct* for the designated time or for the remainder of their attendance at the College District. Once the Acknowledgement Statement is signed, the Informal Resolution Agreement will be final, binding, and the student will not be allowed to appeal the informal resolution.

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Formal  
Administrative  
Decision and  
Misconduct  
Warranting a  
Disciplinary Penalty

If the dean of students or designee determines the student committed misconduct that warrants a penalty or penalties under FM, the dean of students or designee will provide the student a written administrative decision with notice of the penalty or penalties and the student's options, including the right to appeal to the Disciplinary Appeals Committee (DAC).

*Student Chooses  
to Appeal the  
Administrative  
Decision*

If the student chooses to appeal the administrative decision of the dean of students or designee, they must submit the Disciplinary Appeal Request Form contained in the administrative decision documents ~~within five on or before the tenth~~ College District business days following the administrative decision. Once the deadline for filing an appeal has passed, the administrative decision of the dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

*Student Chooses  
to Accept the  
Administrative  
Decision*

A student who chooses to accept the administrative decision rendered by the dean of students or designee will sign an Acceptance of the Administrative Decision Statement indicating they understand:

1. The *Student Code of Conduct* violation(s) and findings,
2. The disciplinary penalty or penalties imposed, and
3. That by signing the Acceptance of the Administrative Decision Statement they voluntarily waive the right to appeal the decision.

The Acceptance of the Administrative Decision Statement must be signed no later than ~~ten-five~~ College District business days following the administrative decision. Once the Acceptance of the Administrative Decision Statement is signed, the administrative decision of the dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

*Student Chooses  
to Take No  
Action*

If the student does not sign the Acceptance of the Administrative Decision Statement or submit the Disciplinary Appeal Request Form by the stated deadline, the administrative decision of the dean of students or designee will be final, binding, and the student will not be allowed to appeal that decision. The student will be expected to comply with all disciplinary penalties and obligations set forth in the administrative decision.

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*Scholastic  
Dishonesty  
Violations*

If the student was found responsible (whether by signing a no contest plea form or after investigation) for a scholastic dishonesty violation, as defined in the College District's *Student Code of Conduct*, the student ~~may~~will also receive a scholastic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate scholastic penalty, which may range from a grade of zero (0) on the assignment to failing the course. [See FLB and FM.]

Interim Disciplinary  
Action

At any time during the adjudication process under the policy, ~~the~~ dean of students or designee may take immediate interim disciplinary action including, but not limited to, temporary immediate suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to any persons or property or an ongoing threat of disrupting the educational environment.

**Honor Council**

The College District's Honor Council will review and adjudicate reports of subsequent allegation(s) of scholastic dishonesty (i.e. repeat offenders) under this policy.

Once a referral from the dean of students or designee is made, the Honor Council will assign the disciplinary matter to a panel chair. The following steps apply:

1. The panel chair will convene the panel of Honor Council members assigned to review the disciplinary matter.
2. The panel members will review the documentation and evidence related to allegations of scholastic dishonesty.
3. The panel chair will request a written response to the allegations from the student within five College District business days of the date the panel chair notifies the student.
4. Once the panel chair notifies the student that a response is requested, the panel chair will place the disciplinary matter on the agenda for consideration at the next scheduled meeting of the Honor Council. The Honor Council panel chair may not place a disciplinary matter on the agenda for consideration for a meeting that is more than sixty (60) College District business days from when the matter was first referred to the

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Honor Council by the dean of students or designee. If the Honor Council is unable to meet and issue a written determination within sixty (60) College District business days, the Honor Council panel chair must refer the matter back to the dean of students for formal disciplinary adjudication.

5. The panel chair will present the disciplinary matter and recommendations to the Honor Council for consideration and vote. The recommendations of the panel require a majority vote of the Honor Council, with a quorum present.
6. Once the Honor Council votes, the panel chair will issue a written determination form finding the student responsible or not responsible for the alleged violations and, if applicable, recommending an appropriate disciplinary penalty or penalties as listed in policy FM.
7. The panel chair will send the written determination form to the dean of students or designee for transmitting the notification to the student.

The dean of students or designee will transmit the written determination of the Honor Council to the student within three College District business days, along with notification of the student's right to accept or appeal the Honor Council's decision by the deadline provided.

In cases where expulsion is not recommended by the Honor Council, the decision of the Honor Council's written determination may be appealed to the designated leadership team member as provided in this policy.

In cases where expulsion is recommended, the student may appeal to the District President or designee as provided in this policy.

Composition of  
Honor Council

Honor Council members will be selected according to procedures developed by the District President's designee or the senior vice president of campus operations.

The Honor Council will be a standing Collin College committee that meets at least one (1) time per month or more frequently depending



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on need during the academic calendar year, not including Collin College-approved holidays or closings.

Each Honor Council panel will be comprised of at least four Collin College faculty members who represent Collin College's various academic and workforce disciplines and campuses, at least two individuals from the dean of students office, and at least one current member of the student government association or current student who is in good academic and disciplinary standing. The Honor Council may not be comprised of more than ten members, excluding the chairperson, at one time.

One Honor Council member will be elected to act as chairperson. The chairperson will designate an appropriate Honor Council member to act as panel chair for each disciplinary review panel. The Honor Council panel chair will coordinate with the dean of students or designee to obtain documentation related to the student's prior scholastic dishonesty case(s).

Honor Council  
Procedures

All Honor Council procedures will written and included in the current Student Code of Conduct.

**Evidence in All  
Cases of Student  
Misconduct**

For all reports and allegations submitted under this policy, evidence will be handled in accordance with the following:

1. Legal rules of evidence do not apply, unless otherwise required by applicable law or regulations;
2. The dean of students or designee, the Disciplinary Appeals Committee chair or associate chair, the Honor Council panel chair, and/or the District President or designee may admit evidence or exclude evidence considered to be hearsay, irrelevant, immaterial, unduly repetitious, or needlessly cumulative.
3. For all cases, the College District will be required to prove by a preponderance of the evidence (i.e. more likely than not to have occurred) that the charges are true.
4. A student may not be compelled to testify.

**Disciplinary Appeals  
Committee (DAC)**

The Disciplinary Appeals Committee (DAC) will be convened at the request of a student appealing the ~~formal~~-administrative decision and/or disciplinary penalty or penalties imposed by the dean of students or designee. The student's ~~request-appeal~~ must be submitted in writing within ~~five~~ ten College District business days of the

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date of the dean of students or designee's written administrative decision. Upon receipt of the student's request for appeal and under reasons designated by the DAC, the DAC may recommend that the matter return to an informal resolution by the dean of students or designee prior to the scheduling of the DAC appeal hearing.

Composition

The DAC will be composed of at least three College District employees and a minimum of one current College District student, when appropriate. To hold an appeal hearing, a quorum of three DAC members must be met. The members of the DAC and the committee chairperson will be designated according to procedures developed by the designated leadership team member. All members chosen to serve on the DAC appeal hearing panel will be eligible to vote on the issue of whether or not the student violated College District policies and procedures, including the student code of conduct, rules for student conduct, and whether the student should receive an appropriate disciplinary penalty or penalties.

DAC Appeal  
Hearing Notice

The dean of students or designee will notify the student by letter of the date, time, and place for the DAC appeal hearing. Unless the student and the dean of students or designee otherwise agree or unless there are unforeseeable circumstances beyond the College District's control, the DAC appeal hearing will take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the appeal hearing. The dean of students may extend the College District's ten-day timelines within this policy by sending written notice to the parties of the extension.

*Contents of  
Notice*

The notice will:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of their rights to:
  - a. Have a private appeal hearing.
  - b. Be assisted by an adviser or legal counsel at the appeal hearing.
  - c. Call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on their own behalf.
  - d. Make an audio recording of the proceedings, after first notifying the dean of students or designee in advance of the hearing, or, at the student's own expense, to both

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have a stenographer present at the appeal hearing and to make a stenographic transcript of the appeal hearing at the student's own expense.

- e. Ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegation(s) of misconduct in sufficient detail to enable the student to prepare their defense against the charges.
5. State the proposed disciplinary penalty or range of disciplinary penalties that may be imposed.

Failure to Appear  
for DAC Appeal  
Hearing

If a student has good cause to miss the DAC Appeal Hearing, the student must notify the dean of students or designee as soon as possible and no later than 24 hours before the time set for the DAC Appeal Hearing. The DAC may impose an appropriate disciplinary penalty or penalties upon a student who fails without good cause to appear for the appeal hearing or who fails to notify the dean of students or designee by the proscribed deadline. For purposes of assessing an appropriate disciplinary penalty or penalties, the DAC may proceed with the appeal hearing in the student's absence.

All DAC appeal hearings will be recorded by the College District.

DAC Appeal  
Hearing Procedures

The DAC will determine if a violation has occurred and assess an appropriate disciplinary penalty or penalties based solely on the evidence presented at the DAC Appeal Hearing. The appeal hearing will proceed as follows:

1. The chairperson or associate chairperson will read the description of the alleged misconduct.
2. The chairperson or associate chairperson will inform the student of their rights.
3. The dean of students or designee will present the College District's case.
4. The student or representative will present the student's defense.
5. The dean of students or designee will present rebuttal evidence.

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6. The DAC members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The dean of students or designee will summarize and argue the College District's case.
8. The student or representative will summarize and argue their case.
9. The dean of students or designee will ~~have request~~ an opportunity for rebuttal closing arguments and the DAC Chairperson may grant or deny that request.
10. The DAC members will deliberate in closed session. The DAC members will vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct, and whether the student should receive an appropriate disciplinary penalty or penalties.
11. If the DAC finds the student committed misconduct, the DAC members will determine whether the disciplinary penalty assessed, or proposed in the case of recommendation for expulsion, by the dean of students or designee is appropriate and, if necessary, will assess a different or additional penalty.
12. The DAC chairperson or associate chairperson will communicate the decision and any findings of facts in support of the DAC's decision to the dean of students or designee in writing within ten College District business days of the appeal hearing. The dean of students or designee will notify the student in writing within ten College District business days of the appeal hearing of the DAC's decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the DAC's decision or appealing to the designated leadership team member.

After the Appeal  
Hearing

The dean of students or designee will notify the student in writing, within ~~ten~~ three College District business days of the appeal hearing, of the DAC's decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the DAC's decision or for appealing to the designated leadership team member. In cases where expulsion is not recommended by the DAC, the decision of the DAC is final and the student may not appeal that decision.

**Appeal to the  
Designated  
Leadership Team  
Member**

A student may appeal, within ~~ten~~ five College District business days of receiving notice of the Honor Council's written determination, Disciplinary Appeal Committee's (DAC's) decision, petition in writing the designated leadership team member to review the determination decision of the Honor Council. To initiate the appeal to

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the designated leadership team member, the student must submit an appeal form provided by the dean of students or designee within the time for appeal that is prescribed in the notice of written determination. ~~the Disciplinary Appeal Request Form contained in the DAC's decision documents on or before the tenth College District business day following the DAC's decision.~~ The student's petition will state with particularity why the decision is believed to be incorrect.

After receiving notice of the appeal, the ~~DAC chairperson or associate chairperson~~ Honor Council panel chair will forward all documents and evidence considered ~~during the appeal hearing, the audio recording of the appeal hearing, and the digest of the appeal hearing, if applicable,~~ to the designated leadership team member.

The designated leadership team member ~~will may, but is not required to,~~ hold a conference within ten College District business days after the appeal notice is filed, unless an extension is needed by the designated leadership team member. ~~there are unforeseeable circumstances beyond the College District's control.~~ At the conference, the student may provide information concerning any documents or information relied on by the Honor Council DAC. The designated leadership team member may set reasonable scope and time limits for the conference. The conference will be audio recorded.

The designated leadership team member will provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the designated leadership team member may consider the evidence included in the student's ~~petition~~ appeal, provided during the conference, and forwarded by the ~~DAC chairperson~~ Honor Council panel chair ~~or associate chairperson.~~

The designated leadership team member may act to affirm, modify, remand, or reverse the decision of the ~~DAC~~ Honor Council.

The designated leadership team member's decision is final and non-appealable, except when expulsion is recommended by the Honor Council ~~dean of students or designee and/or the DAC~~ and affirmed by the designated leadership team member.

After the Appeal

The designated leadership team member or designee will notify the student in writing within ten College District business days of the appeal of the decision and the disciplinary penalty or penalties imposed, if any. The notice will include procedures for accepting the designated leadership team member's decision or appealing to the District President or designee solely in those cases where expulsion is recommended and affirmed.

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**Appeals to the  
District President or  
Designee**

**District President  
Review of  
Recommendation for  
Expulsion**

Only for cases when expulsion is the penalty recommended and affirmed by the DAC or by designated leadership team member, the student may appeal that prior determination to the District President or designee. Additionally, if the District President elects to review those cases where expulsion is recommended and affirmed, this policy will also apply. Solely in the case where expulsion is recommended and affirmed, a student may appeal to the District President or designee.

The District President or designee will review all recommendations for expulsion, whether or not the student chooses to proceed through the disciplinary appeals process. The designated leadership team member will forward the recommendation for expulsion and evidence to the District President or designee for review and final consideration.

~~An appeal to the District President or designee will be held on the request of a student appealing the designated leadership team member's decision and affirmation of expulsion.~~

The appeal request must be submitted in writing within ~~ten-three~~ College District business days of the ~~prior determination~~DAC's~~designated leadership team member's decision.~~ To initiate the appeal to the District President or designee, the student must submit the Final Appeal Form provided to the student.~~Disciplinary Appeal Request Form contained in the~~ DAC's~~designated leadership team member's decision documents on or before the tenth~~ third College District business day following the DAC's~~designated leadership team member's decision.~~

Upon request, the dean of students or designee, the DAC chair, the Honor Council, or the designated leadership team member, will forward the recommendation for expulsion and evidence to the District President or designee for review and final consideration.

The District President or designee may request a meeting with the student prior to issuing a final administrative decision.

~~The District President or designee will review all recommendations for expulsion, whether or not the student chooses to proceed through the disciplinary appeals process. The designated leadership team member will forward the recommendation for expulsion and evidence to the District President or designee for review and final consideration.~~

The District President or designee may act to affirm, modify, or reverse the recommendation for expulsion.

The student will be notified in writing of the District President or designee's decision within ~~five~~ten College District business days. The

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

District President or designee's decision is final and non-appealable. Unless otherwise specified in writing, expulsion will have College District-wide effect, and an expelled student may not enroll for admission to any campus without the District President or designee's approval unless the student's petition to revoke the expulsion is approved [see Petition to Revoke Expulsion].

**Petition to Revoke  
Expulsion**

Once five calendar years from the date of the District President or designee's final decision have expired, the student may petition to revoke the expulsion. To initiate the expulsion revocation process, the student must complete the Expulsion Revocation Form and return it to the dean of students or designee.

If the petition to revoke the expulsion is approved by the District President or designee, the student will be required to meet with the dean of students or designee prior to returning to the College District. Once the meeting with the dean of students or designee is concluded, the student will be allowed to return to all College District campuses and will be considered to be in good disciplinary standing.

If the petition to revoke expulsion is not approved by the District President or designee, the student's expulsion will remain in effect and the student will not be allowed to return to the College District.

**Administrative  
Decisions Related to  
a Crime of Violence  
or Non-Forcible Sex  
Offense**

Upon written request, the College District will disclose to the alleged victim of a crime of violence or non-forcible sex offense, as those terms are defined under the *Clery Act*, the report on the results of any disciplinary proceeding and/or appeal(s) conducted by the College District against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the College District will treat the alleged victim's next of kin as the alleged victim.