

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

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**Note:** For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For use of the College District's internal mail system, see CHE.

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**Academic Freedom**

All faculty members (full-time and associate) will be entitled to academic freedom and bear a concomitant dedication to academic responsibility. (The faculty subscribes to the principles expressed in the Statement of Academic Freedom and Responsibility adopted February 19, 1982, by the Texas Junior College Teachers' Association, the text of which is appended to and made an integral part of this document.) [See Statement of Purpose on Academic Freedom and Responsibility, below]

All faculty members enjoy the constitutional freedoms guaranteed to all citizens by the United States' Constitution and the Constitution of the State of Texas. In the classroom, teaching faculty members have the freedom to discuss any controversial matter and to voice opinions within areas of their professional competence. At the same time, they have an obligation to acquaint students with other scholarly opinions on the subject. Outside the classroom, faculty members are free from institutional censorship or discipline for exercising their rights as private citizens to express themselves freely on matters of public concern, to associate with persons or groups as they so choose, and to participate in political or other kinds of activities. When faculty and support staff speak or write as private citizens, however, they must bear in mind that their actions will inevitably be judged by the public and reflect upon their profession and institution. Therefore, faculty and support staff will strive for accuracy, exercise appropriate restraint, exhibit tolerance for differing opinions, and indicate clearly that they are not an official spokesperson for the College District.

The College District accepts the responsibility to foster and to encourage faculty and support staff to exercise their freedoms and to protect against acts that deny freedom of speech and the related freedoms to be heard, to study, to teach, to administer, and to pursue scholarly activity.

Faculty members acknowledge their responsibility to maintain professional competence in their fields of specialization and to be committed to effective teaching and student service.

**Statement of  
Purpose on  
Academic Freedom  
and Responsibility**

The Board believes that it is essential that the faculty have freedom in teaching, research, and publication. Faculty members must be free from the fear that others might threaten their professional careers because of differences of opinion regarding such scholarly

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

matters. To this end, the College District has adopted the following statement of purpose on academic freedom and responsibility.

The College District, like all other institutions of higher education, serves the common good, which depends upon uninhibited search for truth and its open expression. The points enumerated below constitute its position on academic freedom:

1. Faculty members are appointed to impart to their students and to their communities the truth as they see it in their respective disciplines. The teacher's right to teach preserves the student's right to learn.
2. The mastery of a subject makes a faculty member a qualified authority in that discipline and competent to choose how to present its information and conclusions to students. The following are among the freedoms and responsibilities that should reside primarily with the faculty, with the advice and consent of the appropriate dean of instruction: planning and revising curricula, selecting textbooks and readings, selecting classroom films and other teaching materials, choosing instructional methodologies, assigning grades, and maintaining classroom discipline.
3. Faculty members are citizens, and, therefore, possess the rights of citizens to speak freely outside the classroom on matters of public concern and to participate in lawful political activities.
4. Prior restraint or sanctions will not be imposed upon faculty members in the exercise of their rights as citizens or duties as teachers. Nor will faculty members fear reprisals for exercising their civic rights and academic freedom.
5. Faculty members have a right to expect the Board and the College District's administrators to uphold vigorously the principles of academic freedom and to protect the faculty from harassment, censorship, or interference from outside groups and individuals.

The academic freedom of the College District faculty members will be accompanied by equally compelling obligations and responsibilities to their profession, their students, the College District, and their community. Faculty members will defend the rights of academic freedom while accepting willingly the responsibilities enumerated below:

1. Faculty members will be judicious in the introduction of material in the classroom without forfeiting the instructional benefits of controversy.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

2. Faculty members are entitled to all rights and privileges of academic freedom in the classroom while discussing the subjects they teach. No faculty member, however, will attempt to force on his or her students a personal viewpoint intolerant of the rights of others to hold or express diverse opinions. Faculty members will not act in a manner that is perceived as being abusive, either physically or verbally, by their students.
3. Faculty members will recognize their responsibility to maintain competence in their disciplines through continued professional development and to demonstrate that competence through consistently adequate preparation and performance.
4. Faculty members will recognize that the public will judge their institution and their profession by their public conduct. Therefore, faculty members will always make clear that the views they express are their own and will avoid creating the impression that they speak or act on behalf of the College District or of their profession.
5. Faculty members will recognize their responsibility to adhere to the policies and procedures of the institution. Therefore, faculty members who have differences of opinion with existing or proposed policies or procedures will express these views through the standing committee structure of the College District or their supervising administrators.

**Expressive Activities  
by Employees in  
Common Outdoor  
Areas**

Common outdoor areas are designated - as areas for expressive activities by employees. by state law as traditional public forums.

For purposes of this policy, the terms “expressive activities” and “common outdoor areas” are defined in GD(LOCAL).

All College District employees may engage in expressive activities in common outdoor areas, unless:

1. The person’s conduct is unlawful (i.e. obscenity, defamation, incitement of lawless action, true threats, fighting words, or intimidation as defined in FLA(LOCAL);
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb regular academic programs or other College operations;
4. The use would result in damage to or defacement of property;
5. The material constitutes harassment, which means material that is (i) hostile, threatening, or intimidating, (ii) directed at a

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

specific person or persons, and (iii) is sufficiently severe, pervasive or persistent, and objectively offensive that it would cause an ordinary and reasonable person to fear violence or bodily harm or creates an objectively hostile or threatening campus environment that unreasonably interferes with the person's ability to access or participate in a College District activity, program, service, or privilege; or

6. The material constitutes discriminatory harassment based on membership in a protected class recognized under state or federal law and is sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual's ability to participate in or benefit from an activity, program, service, or privilege provided by the College District. [See DIAA, DIAB, FFDA, and FFDB for examples of discriminatory harassment based on membership in a protected class.]

Employees ~~do not~~ need a College District ~~permit or a prior~~ reservation or approval for the exercise of expressive activities in common outdoor areas of the College District. ~~Expressive activity may occur in those common outdoor areas of the College District that are not in use by others.~~

~~However, e~~Employees ~~may, and are encouraged to, will~~ reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person's or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function, or a research function, it is not part of the common outdoor area available for use for others' expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to reserveCOA@collin.edu. If the expected attendance at an assembly or expressive activity is 15 or more people, advance notice and a reservation of no less than two weeks is recommended required. ~~Persons and organizations Individuals~~ are encouraged to seek a reservation of a space that is suited to their assembly's anticipated size.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

Time, Place, and  
Manner Rules for  
Common Outdoor  
Areas

In addition to the specific rules addressed in this policy and in DGD, expressive activities by employees in common outdoor areas are subject to all of the time, place, and manner rules listed in GD(LOCAL).

**Facilities Use**

Other than the use of common outdoor areas, the facilities of the College District will be made available to employees or employee organizations, when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees or employee organization will pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the District President or designee.

An “employee organization” is an organization composed only of College District faculty and staff or an employee professional organization.

The distribution of materials by employees or employee organizations in College District common outdoor areas is subject to the same policies set out in GD.

**Requests**

To request permission to meet in College District facilities, interested employees or employee organizations will file a written request with the facilities scheduling coordinator in accordance with administrative procedures.

The employees or the employee organization making the request will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Employees may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person's or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time. [See GD]

**Approval**

Other than the use of common outdoor areas, the campus provost of each campus will approve or reject the request for use of College District facilities in accordance with provisions and deadlines set out in this policy, GF(LOCAL), and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' or employee organization's use of the facility.

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

Approval will not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation;
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The campus provost, Director of Auxiliary Services, or a designee will provide the applicant a written statement of the grounds for rejection if a request for use of the facilities is denied.

**Announcements and  
Publicity**

In accordance with administrative procedures, all employees and employee organizations will be given access on the same basis for making announcements and publicizing their meetings and activities.

**Identification**

Employees and employee organizations using College District facilities must provide identification when requested to do so by a College District representative or College District police officer.

Additionally, as required by state law, any employee and employee organization is required to present proof of identity or College District issued identification card on request by a College District employee or public official on the campus who is engaging in an official duty.

**Violations of Policy**

EMPLOYEE RIGHTS AND PRIVILEGES  
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

DGC  
(LOCAL)

Failure to comply with this policy and procedures regarding use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or the confiscation or discarding of nonconforming materials. An employee who fails to comply with or violates this policy may be disciplined under applicable procedures provided by other College District policies and rules, and may be referred to a supervisor, dean, or the Human Resources Department for disciplinary action.

**Interference with  
Expressive Activities  
in Common Outdoor  
Areas**

Employees who interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

**Appeals**

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable. Unless there is an extension or exigent circumstances, the appeal shall be heard within ten (10) College District business days of the filing of the appeal.

**Publication**

This policy and associated procedures must be posted on the College District's website and distributed to employees in appropriate publications.

**Prior Learning  
Assessment**

Currently enrolled students may earn credit for relevant non-traditional learning experiences. A student who believes that he or she already possesses the knowledge and/or skills taught in certain courses or programs offered by the College District may challenge certain courses for credit using Prior Learning Assessment (PLA).

PLA refers to all of the processes the College District uses to review and evaluate evidence of learning and to award academic credit in accordance with academic and administrative standards. The College District shall develop procedures to implement this policy. The guidelines implementing this EGAA(LOCAL) policy are published on the College District's [website](#).

Students are required to complete a minimum of 25 percent of the semester credit hours for any degree or certificate in residence at Collin College. [See EGC(LOCAL)]

In order to petition for credit earned by PLA to be posted to the student's transcript the student:

1. Must be currently enrolled in credit coursework at Collin College (or have been enrolled in credit coursework at Collin College within the last five years);
2. Must meet the admission requirements of the declared program for which the student intends to petition for credit for non-traditional (or prior) learning experience; and
3. Must earn at least three semester credit hours of college credit-level (i.e. non-developmental education) coursework at Collin College.

Credit earned through PLA shall not count toward the residency requirement, and credit earned by PLA is not guaranteed to transfer to a university.

A student shall earn credit for a course through PLA in accordance with the following methods:

1. Testing instruments prepared by appropriate faculty members to challenge courses;
2. Various educational testing service providers, or other College District-approved testing services [see EGA(LEGAL)];
3. Articulated college credit for select high school career and technical education courses;
4. Evidence of an appropriate valid certification and/or license in the field;



5. Evidence of successful completion in a College District non-credit, cross-listed (i.e. “mirror”) course for conversion to a college-credit academic course; ~~and~~
- ~~6.~~ Evidence of training and service for military and veteran students. [See EGA(LEGAL)]; ~~and~~
- ~~6.7.~~ [Evidence of successful completion of an apprenticeship program approved by the federal Office of Apprenticeship of the U.S. Department of Labor, by another federal agency, or by a state agency.](#)

Upon successful completion of any PLA method, credit shall be awarded for the indicated course with a “CR” grade, and as a result, the credit shall not impact the student’s grade point average (GPA).

Fees for the processing and posting of PLA shall be set by the Board upon recommendation from the District President.

A student who is dissatisfied with the outcome of the approval process may appeal to the Campus Provost. The decision of the Campus Provost is final and may not be further appealed. The Campus Provost shall notify the student of the final decision.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

**Distribution of  
Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District will not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District will not be responsible for, nor will the College District endorse, the contents of any materials or literature distributed by students or registered student organizations that are not sponsored by the College District.

Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities will not be governed by this policy.

[For distribution of materials in College District facilities and common outdoor areas by nonstudents and organizations that are not registered student organizations, see GD]

**Limitations on  
Content**

Nonschool materials or literature will not be distributed by students or registered student organizations on College District property if:

1. The materials are obscene. Obscenity is a writing, visual image, or performance as defined in Section 43.21 of the Texas Penal Code (or successor provisions).
2. The materials contain defamatory statements. Defamation is a false statement of fact about another individual that holds the individual up to hatred, ridicule, or contempt and that is not otherwise privileged. If the defamed person is a private individual, the question is whether the speaker knew or should have known that the statement was false. If the defamed person is a public official or public figure, the question is whether the statement was made with knowledge of the falsity or with reckless disregard of the truth.
3. The materials advocate imminent lawless action and is intended to incite or produce such action.
4. The materials contain a true threat, which is a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals. The speaker of a true threat need not intend to inflict actual harm; the question is whether the speaker consciously disregarded a substantial risk that the communications would be viewed as threatening violence.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

5. The materials constitute intimidation, which is a type of true threat where a speaker directs a threat to a person or group of persons with the intent of placing the victim(s) in fear of bodily harm or death.
6. The materials constitute fighting words, which are personally abusive epithets that when addressed to ordinary citizens, are, as a matter of common knowledge, inherently likely to provoke a violent reaction.
7. The materials constitute harassment, which means material that is (i) hostile, threatening, or intimidating, (ii) directed at a specific person or persons, and (iii) is sufficiently severe, pervasive or persistent, and objectively offensive that it would cause an ordinary and reasonable person to fear violence or bodily harm or creates an objectively hostile or threatening campus environment that unreasonably interferes with the person's ability to access or participate in a College District activity, program, service, or privilege.
8. The materials constitute discriminatory harassment based on membership in a protected class recognized under state or federal law and is sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual's ability to participate in or benefit from an activity, program, service, or privilege provided by the College District. [See DIAA, DIAB, FFDA, and FFDB for examples of unlawful harassment based on membership in a protected class.]
9. The materials constitute nonpermissible [selling or](#) solicitation. [See FI]
10. The materials infringe upon intellectual property rights of the College District. [See CT]

Time, Place, and  
Manner Rules

The vice president for student and enrollment services or designee will designate times, locations, and means by which materials or literature that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.

Distribution of the materials will be conducted in a manner that:

1. Is not disruptive; [See FLB]

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor will clean the area around which the literature was distributed of any materials that were discarded or leftover.

Petitions, Handbills,  
and Literature

This section is covered in the campus provost's office at each campus.

Each petition, handbill, or piece of literature submitted for approval for distribution will include the name of the person or organization wanting to distribute it.

A person or organization will be prohibited from publicly distributing on College District property any nonschool literature that is obscene or libelous or that contains nonpermissible solicitation. Distribution of nonschool literature will be conducted so as not to interfere with the free and unimpeded flow of pedestrian and vehicular traffic or disturb or interfere with academic or institutional activities.

A person or organization will not distribute nonschool literature by accosting individuals or by hawking or shouting. The distributor will ensure the area around which the nonschool literature was distributed is clean and free of discarded or leftover materials.

Signs

For the purposes of this policy, "sign" will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" will be defined as any means used for displaying a sign.

"Nonpermissible sign" will mean a sign that contains material that is obscene, libelous, or includes nonpermissible solicitation and/or is larger than 11 inches by 17 inches, unless authorized by the director of student life.

A person or organization will not post a nonpermissible sign. [See FI and GD]

A student, registered student organization, department, or community member may publicly post a sign on College District property in areas or locations designated by the assistant director of student

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

engagement in conjunction with the campus provost and the campus manager of facilities or in common outdoor areas as allowed by policy GD. No object other than a sign may be posted on College District property.

Before publicly posting a sign on College District facilities (outside of common outdoor areas), a student or registered student organization will:

1. Deliver a copy, photograph, or description of the sign to be posted.
2. Provide pertinent information including:
  - a. The name and phone number of the student, registered student organization, department, or community member;
  - b. The proposed general location for posting the sign;
  - c. The length of time the sign will be posted; and
  - d. The signature of the student, authorized representative, and/or adviser.

Rules

Upon receipt, the appropriate student engagement office staff will ensure that the pertinent information listed above is included and that the following guidelines are applied:

1. Approved items, with a maximum size of 11 inches by 17 inches will be posted neatly on appropriate bulletin boards by student engagement office personnel, subject to space availability;
2. Each item to be posted will receive an approval stamp dated and signed by student engagement office personnel;
3. Materials will generally be approved for a maximum period of four weeks; and
4. Materials that do not conform to these posting guidelines will be subject to immediate removal.

A sign will not be:

1. Attached to:
  - a. A shrub or plant;
  - b. A tree, except by string to its trunk;
  - c. A permanent sign installed for another purpose;

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

- d. A fence or chain or its supporting structure;
- e. A brick, concrete, or masonry structure; or
- f. A statue, monument, or similar structure.

2. Posted:

- a. On or adjacent to a fire hydrant;
- b. Outside of a common outdoor area; or
- c. In a College District building, except on a bulletin board designated for that purpose.

*Removal*

The student life office will remove all signs no later than one week after the expired approval stamp date. A sign posted or attached in accordance with the provisions of this policy will not be removed by anyone without permission from the director of student life.

Classroom Bulletin  
Boards

Bulletin boards located inside and directly outside each classroom will be under the jurisdiction of the campus provost on each individual campus or designee.

**Expressive Activities  
by Students or  
Registered Student  
Organizations in  
Common Outdoor  
Areas**

Common outdoor areas are designated as areas for expressive activities by students or registered student organizations. ~~by state law as traditional public forums.~~

For purposes of this policy, the terms “expressive activities” and “common outdoor areas” are defined in GD(LOCAL).

Students and registered student organizations may engage in expressive activities in common outdoor areas, unless:

- 1. The person’s conduct is unlawful (i.e. obscenity, defamation, incitement of lawless action, true threats, fighting words, or intimidation as defined above in this policy);
- 2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
- 3. The use would materially or substantially disrupt or disturb the regular academic program or other College operations;
- 4. The use would result in damage to or defacement of property;
- 5. The material constitutes harassment, which means material that is (i) hostile, threatening, or intimidating, (ii) directed at a specific person or persons, and (iii) is sufficiently severe, pervasive or persistent, and objectively offensive that it would

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

cause an ordinary and reasonable person to fear violence or bodily harm or creates an objectively hostile or threatening campus environment that unreasonably interferes with the person's ability to access or participate in a College District activity, program, service, or privilege; or

6. The material constitutes discriminatory harassment based on membership in a protected class recognized under state or federal law and is sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual's ability to participate in or benefit from an activity, program, service, or privilege provided by the College District. [See DIAA, DIAB, FFDA, and FFDB for examples of discriminatory harassment based on membership in a protected class.]

Consistent with Section 51.9315(g) of the Texas Education Code, the College may not take action against a [registered](#) student organization or deny a [registered](#) student organization any benefit on the basis of a political, religious, philosophical, ideological, or academic viewpoint expressed by the organization or of any expressive activities of the organization. The prohibition on harassment in this policy applies, however, when the words or conduct satisfy the definition of harassment as stated in items (5) and (6) above.

Students or [registered](#) student organizations ~~do not~~ need a College District ~~permit or~~ reservation [or approval](#) for the exercise of expressive activities in common outdoor areas of the College District. ~~Expressive activity may occur in those common outdoor areas of the College District that are not in use by others.~~

~~However, s~~Students and [registered](#) student organizations ~~may, and are encouraged to, will~~ reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person's or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function, or a research function, it is not part of the common outdoor area available for use for others' expressive activities.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

	<p>Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to <a href="mailto:reserveCOA@collin.edu">reserveCOA@collin.edu</a>. If the expected attendance at an assembly or expressive activity is 15 or more people, advance notice and a reservation of no less than two weeks is <del>recommended</del><u>required</u>. <del>Persons and organizations</del><u>Individuals</u> are encouraged to seek a reservation of a space that is suited to their assembly's anticipated size.</p>
Time, Place, and Manner Rules for Common Outdoor Areas	<p>In addition to the specific rules addressed in this policy for Distribution of Literature, expressive activities by students or <u>registered</u> student organizations in common outdoor areas are subject to <u>all of</u> the time, place, and manner rules listed in GD(LOCAL).</p>
Facilities Use	<p>Other than the use of common outdoor areas, the facilities of the College District will be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or <u>registered</u> student organization will pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.</p> <p>The use of and the distribution of materials in College District common outdoor areas are subject to the policies set out in GD.</p>
Requests	<p>To request permission to meet in College District facilities, interested students or registered student organizations will submit a request through Cougar Connect with the Office of Student Engagement in accordance with administrative procedures.</p> <p>The students or the registered student organization making the request will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.</p> <p>Students and <u>registered</u> student organizations may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.</p>



STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

*Approval*

The assistant director of student engagement will approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval will not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The assistant director of student engagement will provide the applicant a written statement of the grounds for rejection if a request is denied.

**Identification**

Students or registered student organizations distributing materials on campus or using College District facilities will provide identification when requested to do so by a College District representative or College District police officer.

[Additionally, as required by state law, any currently enrolled student is required to present proof of identity or College District issued](#)

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

identification card on request by a College District employee or public official on the campus who is engaging in an official duty.

**Violations of Policy  
Regarding Common  
Outdoor Areas**

Failure to comply with this policy and procedures regarding use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and/or the confiscation or discarding of nonconforming materials. A student or registered student organization who fails to comply with or violates this policy may be disciplined under applicable procedures provided by other College District policies and rules, including the student handbook, and may referred to the Dean of Students Office for disciplinary action.

**Interference with  
Expressive Activities  
in Common Outdoor  
Areas**

Students or registered student organizations that interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

**Appeals**

With the exception of disciplinary decisions processed under Policies FM and FMA, a student who is aggrieved by a violation of this policy or by an administrative decision under this policy may file a complaint and seek review in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable. Unless there is an extension or exigent circumstances, the appeal will be heard within ten (10) College District business days of the filing of the appeal.

**Use of Facilities and  
Grounds by  
Students and  
Registered Student  
Organizations**

The facilities and grounds of the College District will be made available to students or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting students or registered student organization will pay all expenses incurred by their use of facilities in accordance with a fee schedule developed by the Board.

**Requests**

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations will file a written request through OrgSync with the Office of Student Engagement in accordance with administrative procedures.

The students or the registered student organization making the request will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

*Approval*

The assistant director of student engagement will approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval will not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
5. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
6. The proposed activity would disrupt or disturb the regular academic program;
7. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or
8. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The assistant director of student engagement will provide the applicant a written statement of the grounds for rejection if a request is denied.

Announcements  
and Publicity

In accordance with administrative procedures, all students and registered student organizations will be given access on the same basis for making announcements and publicizing their meetings and activities.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA  
(LOCAL)

**Violations of Policy  
Regarding Use of  
Facilities**

Failure to comply with this policy and associated procedures regarding the use of facilities will result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

Interference with  
Expression

Faculty members, students, or [registered](#) student organizations that interfere with the expressive activities permitted by this policy will be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

**Appeals**

Decisions made by the administration with respect to students or [registered](#) student organizations in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

**Publication**

This policy and associated procedures must be posted on the College District's website and distributed in the student handbook. They must also be distributed to students at orientation.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

**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; or
2. May enter a temporary placeholder grade of zero, along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated under policy FMA.

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

A final grade for the course will not be entered prior to a final resolution of the case.

A student found responsible for a scholastic dishonesty offense(s) ~~will~~may receive an appropriate disciplinary penalty or penalties under policy FMA. 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 of meetings and activities, use of College District facilities or the time, place, and manner of public expression).

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

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

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

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



STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT CONDUCT

FLB  
(LOCAL)

**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.

When approved, the honor code will be included in the student handbook and official college publications. The Honor Code will be published in the Student Handbook and included in course syllabi. Once approved, violations of the honor code may be formally 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.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

**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 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.

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 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 after being found responsible for a previous allegation of scholastic dishonesty (whether consecutive or in the same or different course), the district dean of students or designee will refer the subsequent allegation(s) to the College District’s Honor Council for adjudication of the allegations.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

**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 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.

The notification process will be utilized by the dean of students or designee for allegations involving: (1) first-time scholastic dishonesty violations and (2) other alleged violations of the Student Code of Conduct. All subsequent or repeat allegations involving scholastic dishonesty will be referred to the College District's Honor Council, as outlined in this policy.

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.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

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 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 conference 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 conference 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, 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 Acknowledgment Statement is signed, the Informal Resolution Agreement will be final, binding, and the student will not be allowed to appeal the informal resolution.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

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 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 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.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

<i>Scholastic Dishonesty Violations</i>	<p>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 <i>Student Code of Conduct</i>, the student <u>will may</u> also receive a scholastic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate scholastic penalty <u>for the assignment or course, which may range from a grade of zero (0) on the assignment to failing the course in accordance with the syllabus.</u> [See FLB and FM]</p>
Interim Disciplinary Action	<p>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.</p>
Honor Council	<p>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.</p> <p>Once a referral from the dean of students or designee is made, the Honor Council will assign the disciplinary matter to an <u>Honor Council</u> panel chair. The following steps apply:</p> <ol style="list-style-type: none"><li>1. The <u>Honor Council</u> panel chair will convene the panel of Honor Council members assigned to review the disciplinary matter.</li><li>2. The panel members will review the documentation and evidence related to allegations of scholastic dishonesty.</li><li>3. The <u>Honor Council</u> panel chair will request a <u>written response (in written, audio or video recording format)</u> to the allegations from the student within five College District business days of the date the <u>Honor Council</u> panel chair first notifies the student.</li><li>4. <u>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 dean of students or designee will notify the student of the date, time, and place.</u></li><li>5. <u>Honor Council panel meetings with a student will be recorded by the College District. During the meeting, the student will receive an opportunity to present their response and additional information regarding the allegations. The Honor Council panel members may ask the student questions regarding</u></li></ol>

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

the allegations. All participants appearing before the Honor Council will be expected to behave respectfully and uphold Collin College's core values and policies. If any participant behaves outside of the expectations set forth by the Honor Council panel chair during an appearance or a meeting, the meeting will be terminated by order of the Honor Council panel chair. When an Honor Council panel meeting is held virtually via web conferencing software approved by the College District, all participants in the meeting are required to have their cameras on for the duration of the meeting. Failure to comply will result in the Honor Council panel chair terminating or postponing the meeting to ensure compliance.

3.6. The Honor Council panel chair may postpone a scheduled meeting for good cause and all parties involved will be notified by the dean of students or designee of the new meeting date, time, and place. Honor Council procedures will also address notification procedures for postponing or rescheduling a meeting.

4.7. Once the Honor Council panel chair notifies the student that a response is requested, the Honor Council panel chair will also 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 ~~thirty forty-five (3045)~~ College District business days from when the matter was first referred to the 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)thirty (30)~~ College District business days after the matter was first referred, the Honor Council panel chair must refer the matter back to the dean of students for formal disciplinary adjudication.

5.8. The Honor Council panel chair will present the disciplinary matter and recommendations to the Honor Council for consideration and vote. In order for the Honor Council to issue a written determination, ~~the recommendations of the panel will be voted on by a majority of the Honor Council, provided a quorum of the Honor Council is present.~~ the Honor Council will deliberate and vote to determine (1) if the student is responsible for the alleged subsequent scholastic dishonesty violation(s) and (2), if so, the appropriate, proportionate disciplinary penalty, as defined in policy FM. A majority vote of the Honor Council panel (with a quorum of three as outlined below) is required before a determination can be made and issued to student.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

~~6-9.~~ Once the Honor Council votes, the Honor Council 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.

~~7-10.~~ The Honor Council 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 faculty and staff members selected according to procedures developed by the District President or designee.

Honor Council At  
Large

The Honor Council will be a district-wide standing Collin College committee that meets ~~at least one (1) time per month or more~~ frequently depending on need during the academic calendar year, not including Collin College-approved holidays or closings.

Honor Council  
Panels

The chairperson will designate an appropriate Honor Council member to act as Honor Council 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).

Each Honor Council panel will be ~~comprised~~ composed of at least three employees, comprised of the following: (1) the Honor Council panel chair who is a faculty member; (2) one additional faculty member; and (3) one staff member who has prior experience with the adjudication of scholastic dishonesty cases. Honor Council panels may also include: at least one current member of the student government association or current student who is in good academic and disciplinary standing (when practicable to include students on a given panel), and one additional Honor Council member, whether staff or faculty, beyond the three panel quorum outlined above.



DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

	<p><del>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 (when practicable to include students on a given panel).</del></p> <p><del>The Honor Council may not be comprised of more than ten members, excluding the chairperson, at one time.</del></p> <p><del>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).</del></p>
Honor Council Procedures	<p>All Honor Council procedures will be written and included in the current Student Code of Conduct. <u>When an allegation is referred to the Honor Council for adjudication, the student will receive notice of the allegation and a copy of the Honor Council procedures.</u></p>
Evidence in All Cases of Student Misconduct	<p>For all reports and allegations submitted under this policy, evidence will be handled in accordance with the following:</p> <ol style="list-style-type: none"><li>1. Legal rules of evidence do not apply, unless otherwise required by applicable law or regulations.</li><li>2. The dean of students or designee, the Disciplinary Appeals Committee chairperson or associate chairperson, 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.</li><li>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.</li><li>4. A student may not be compelled to testify.</li></ol>
Disciplinary Appeals Committee (DAC)	<p>The Disciplinary Appeals Committee (DAC) will be convened at the request of a student appealing the administrative decision and/or disciplinary penalty or penalties imposed by the dean of students or designee. The student's appeal must be submitted in writing within five College District business days of the date of the dean of students or designee's written administrative decision.</p>
Composition	<p>The DAC will be composed of at least three College District employees and a minimum of one current College District student,</p>

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

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, 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 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.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

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 ~~Each~~ DAC ~~a~~Appeal ~~H~~hearings will be recorded by the College District. When a DAC Appeal Hearing is held virtually via web conferencing software approved by the College District, all participants in the DAC Appeal Hearing are required to have their cameras on for the duration of the hearing. Failure to comply will result in the DAC Appeal Hearing chairperson or associate chairperson terminating or postponing the Appeal Hearing to ensure compliance.

DAC Appeal  
Hearing Procedures

The DAC will determine if a violation has occurred and assesses an appropriate disciplinary penalty or penalties based solely on the evidence presented at the DAC Appeal Hearing.

All participants in DAC Appeal Hearings will be expected to behave respectfully and uphold Collin College's core values and policies. If any participant behaves outside of the expectations set forth by the DAC Appeal Hearing chairperson or associate chairperson, the DAC Appeal Hearing will be terminated by order of the DAC Appeal Hearing chairperson or associate chairperson.

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.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

5. The dean of students or designee will present rebuttal evidence.
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 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 DAC  
Appeal Hearing

The dean of students or designee will notify the student in writing, within 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. 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.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

**Appeal to the  
Designated  
Leadership Team  
Member for  
Subsequent  
Scholastic  
Dishonesty Cases**

A student may appeal, within five College District business days of receiving notice of the Honor Council's written determination, in writing the designated leadership team member to review the determination of the Honor Council. To initiate the appeal to 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 student's petition will state with particularity why the decision is believed to be incorrect.

After receiving notice of the appeal, the Honor Council panel chair will forward all documents and evidence considered to the designated leadership team member.

The designated leadership team member 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. At the conference, the student may provide information concerning any documents or information relied on by the Honor Council. 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 appeal, provided during the conference, and forwarded by the Honor Council panel chair.

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

The designated leadership team member's decision is final and non-appealable, except when expulsion is recommended by the Honor Council and affirmed by the designated leadership team member.

After the Appeal to  
the Designated  
Leadership Team  
Member

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.

**Appeals to the  
District President or  
Designee**

Only for cases when expulsion is the penalty recommended and affirmed by the DAC or by designated leadership team member,

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

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.

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 appeal request must be submitted in writing within three College District business days of the prior determination. To initiate the appeal to the District President or designee, the student must submit the Final Appeal Form provided to the student.

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 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 College District business days. The 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.

DISCIPLINE AND PENALTIES  
DISCIPLINE PROCEDURE

FMA  
(LOCAL)

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 *C/ery 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.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

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**Note:** For expression and use of College District facilities and distribution of literature by students and **registered** student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

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**Use of College  
District Facilities**

The College District's facilities and property are intended primarily for the support of the instructional programs of the College District and for the support of programs conducted or sponsored by the College District's academic and administrative departments or organizations affiliated with those departments.

**Definitions**

As used within this policy, the terms "disrupt," "disruptive," "disturb," and "disturbances" are defined as activities or actions that cause disorder or turmoil in the College District's, classes, programs and services or that interfere with or interrupt planned activities, or other operations of the College District by noise, ~~or~~ movement, or physical obstruction.

As used within this policy, the term "expressive activities" means any speech or expressive conduct protected by the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution, and which includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions. The term "expressive activities" as used in this policy does not include (1) commercial speech such as advertisements for products or services; (2) defamation; (3) harassment or discriminatory harassment as those terms are defined in the policy below; (4) incitement to imminent unlawful activity; (5) obscenity; or (6) threats to engage in unlawful activity.-

As used within this policy, the term "amplified sound" means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means, such as by a megaphone. The use of a single microphone for a guest speaker, shouting, chanting, and playing some acoustic musical instruments are exempt from this definition and are not subject to the special rules on amplified sound, but they are subject to the general rules that prohibit ~~or~~ disruption.

As used within this policy, the term "guest speaker" means an individual speaker or performer who is not a student, faculty member, employee, or Board member of the College District.



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

**Limited Public  
Forum and Public  
Assembly Use**

The free exchange of ideas is fundamental to the mission of higher education of the College District. Our college campuses serve as a marketplace of thought, where diverse perspectives can be shared, debated, and challenged in a respectful environment in accordance with the College District's core values. Protecting expressive activities ensures that students, faculty, and employees can engage in dialogue that fosters intellectual growth, critical thinking, and civic responsibility. These principles uphold the First Amendment and reinforce the role of campuses as spaces for learning, discovery, and civic engagement. In accordance with state law, institutions of higher education must balance these rights with reasonable, content-neutral time, place, and manner restrictions to maintain campus safety and order while preserving ample opportunities for expression.

The Board delegates to the District President or designee the authority to designate certain outdoor areas on each campus that are open as public forums for use by community members consistent with the First Amendment to the United States Constitution or by Section 8, Article I, Texas Constitution.

However, ~~The~~ buildings, classrooms, libraries, facilities, grounds, and property owned or controlled by the College District are not a traditional public forum open for assembly, debate, demonstrations, or similar activities by members of the general public, ~~subject to some exceptions, and applicable state law concerning common outdoor areas.~~ [See GD(LEGAL)]

Subject to the requirements set forth **in policy** and in College District procedures, members of the public who are not Collin College students, employees, or officials **are welcome to may** visit the College District to attend public board meetings and public events, to transact business with the College District, and to access certain designated facilities and outdoor locations to engage in expressive activities when the use does not conflict with College District use or its policies.

**For-Profit Use**

The College District does not permit individuals or for-profit organizations to use its facilities for their own financial gain, including for marketing, promotional, course instruction, or other profit-generating activities. The College District does not permit private academic instruction, courses, or student recruitment by individuals or by for-profit organizations at its facilities. This does not exclude institutions of higher education or third-party organizations from participating in College District-approved or -sponsored transfer and recruitment fairs.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

The College District does permit the rental of College District facilities for third-party corporate or employee training programs and educational testing, as well as for public meetings, performances, and presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with this policy.

**Nonprofit Use**

The College District may permit nonprofit organizations to rent space and host events on College District property when these activities do not conflict with College District use or with this policy.

**Private Use**

College District facilities are not available for use or for rental to individuals for private gatherings sponsored by private individuals.

**Fundraising Use |**

Only civic, educational, and **registered** student organizations and individuals authorized by the College District are allowed to sponsor and engage in fundraising activities using College District facilities. All external requests must be submitted for approval to Conference Services.

**Campaign-Related Use**

The College District permits open forums and town hall events scheduled through Conference Services or hosted by the College District for elected officials and those who have filed to run for elected office, based on space availability and adherence to the College District's standard room reservation approval process. However, except to the extent a College District facility is used as an official polling place, College District facilities are not available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law. [See Election/Campaign Signs and Tents, below]

In accordance with the Texas Election Code, the following definitions will apply:

1. "Political Advertising" means a communication supporting or opposing a candidate for nomination or election to a public office or office of a political party, a political party, a public officer, or a measure that:
  - a. In return for consideration, is published in a newspaper, magazine, or other periodical or is broadcast by radio or television; or
  - b. Appears:
    - (1) In a pamphlet, circular, flier, billboard or other sign, bumper sticker, or similar form of written communication; or
    - (2) On an internet website.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

2. "Campaign communication" means a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure.
3. "Electioneering" includes the posting, using, or distributing political signs or literature:
  - a. During the time an early voting polling place is open for the conduct of early voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the early voting polling place is located.
  - b. The entity that owns or controls a public building being used as an early voting polling place may not, at any time during the early voting period, prohibit electioneering on the building's premises outside of the area described in 1.b, above, but may enact reasonable regulations concerning the time, place, and manner of electioneering.

The College District does not permit external individuals or groups to use College District facilities to access students, faculty, or staff for private purposes, including gathering signatures for petitions. Limited public forum areas are designated at each campus for this purpose. [See GD(LEGAL)]

**Recreational Use**

Approval from the Conference Services Department is required for use of the College District's indoor and outdoor recreational facilities, such as the gym, tennis courts, and the like when the facilities are not in use by the College District or for another scheduled purpose. Recreational facilities may be used only for recreational purposes.

**Emergency Use**

In case of emergencies or disasters, the District President or designee may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

**Expressive Activities  
in Common Outdoor  
Areas**

~~Community members~~ Currently enrolled students and employees of the College District may peaceably assemble and only engage in expressive activities in common outdoor areas (as defined in this policy) of the College District, as long as the conduct expressive activity is not unlawful and does not materially and substantially disrupt the functioning and operations of the College District. ~~Common outdoor areas are designated by state law as traditional public forums.~~

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

To preserve the functions and operations of the College District, expressive activities in common outdoor areas are subject to the time, place, and manner rules listed in this policy.

The “common outdoor areas” of the College District mean: (1) any outdoor space (such as streets, sidewalks, lawns, plazas, or gathering spaces), (2) that is at least 20 feet from any College District building or area of ingress or egress to buildings, including classrooms, and (3) that is not used, on either a permanent or temporary basis, for the College District’s:

1. Business or operations;
2. Sponsored events;
3. Educational functions; or
4. Research functions.

Common outdoor areas do not include the buildings, classrooms, libraries, facilities, student housing or residential outdoor spaces managed by the College District, the outdoor surfaces of college buildings, the surfaces associated with or connected to a college building, a college structure, the spaces dedicated to temporary outdoor banners, the spaces dedicated to temporary outdoor exhibits, construction sites, or any other space within the College District’s limited public forum.

Community members may peaceably assemble and engage in expressive activities in limited outdoor areas that are specifically designated at each campus as long as the expressive activity is not unlawful, complies with the common outdoor area requirements outlined in this policy, and does not materially and substantially disrupt the functioning or operations of the College District.

**Requests for Use of  
Indoor Facilities by  
Community  
Members or  
Organizations**

To request permission to meet in College District indoor facilities or limited public forums, interested community members or organizations will file a written application with the Conference Services Department in accordance with administrative procedures.

The community members or organization making the request will indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules. The application will be submitted at least ten business days prior to the proposed use but not more than four months prior to the proposed use for all spaces other than conference centers. Conference centers may be booked no more than 12 months in advance. Requests for exceptions to the timeline may be approved by the Conference Services Department. Use of College

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

District facilities may not commence until it is approved, in writing, by the Conference Services Department.

Requests for community use of College District facilities will be considered on a first-come, first-served basis. However, requests received on the same day will be prioritized as follows:

1. Classroom instruction and other official College District functions and programs;
2. Requests by registered ~~recognized~~ student organizations and employee organizations;
3. Activities sponsored by non-College District, nonprofit organizations that are open to the public; and
4. Authorized activities that do not fall within the above categories.

Organizations from within the College District's service area will be given priority over requests from organizations located outside the College District's service area.

Events that directly benefit the citizens of the College District will be given priority over events that specifically target larger groups or groups from outside the College District.

Programs offered through the facilities rental program [see items 3 and 4, above] will be made through a signed facilities use agreement between the College District and the renter. The College District name and its trademarked logo may not be used by the requestor or approved user. The College District's name is only authorized for use in the approved user's marketing materials as it relates to providing the location and directional information for the event.

The College District reserves the right to modify these priorities without notice as deemed necessary to accomplish its objectives.

**Approval**

The Conference Services Department will approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, or academic viewpoint, or other content of the speech likely to be associated with use of the facility by the requestor. ~~community members or organizations~~. The request will be approved or denied in writing within ten business days of receiving the application.

Approval of requests for the use of facilities will not be based upon the ~~applicant's-requestor's~~ race, religion, age, disability, color, sex, national origin, veteran status, or other legally protected class.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

College District facilities will not be available for long-term use. Long-term use will be defined as use of the facility for more than five days per month or for more than three weekends per month. Facilities use requests will be considered for a time period not to exceed four calendar months, coinciding with the fall, spring, and summer College District semesters.

Failure to comply with the conditions outlined in this policy and the facilities use agreement may result in penalties, including but not limited to, restrictions on future rental of College District facilities and/or an additional damage/cleaning fee as provided for in the facilities use agreement. The amount should be included in the contract and/or in procedures.

Approval will not be granted when the Conference Services Department has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a prior sanction [see Violations of Policy, below];
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District as determined by the College District, including the sole discretion of the District President or designee;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program, other planned activities, or other operations of the College District;
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property at an event;
7. The applicant failed to supply the requested information on the application;
8. The application contains a material misrepresentation of fact as determined at the sole discretion of the College District; or
9. The proposed use is not at a suitable location because the design or dimensions of the event will substantially interfere with pedestrian access, traffic flow, or public safety in or near the same area as the proposed event;

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

**Written Notice if  
Request Rejected**

10. The proposed use is commercial in nature; or

9-11. The proposed use is scheduled for a date, time, and location where there will be insufficient security, custodial, or administrative support to manage and secure the facility space.-

The Associate Vice President of Financial Services and Reporting or designee will review any recommendations to deny the use of College District facilities to an external group and communicate with the requestor if a request to rent facilities is denied.

**Use of Common  
Outdoor Areas ~~by~~  
Community  
Members**

~~A community member~~ Currently enrolled students or employees of the College District ~~does~~ not need a College District permit or reservation for the exercise of expressive activities in common outdoor areas. Expressive activity may occur in those common outdoor areas of the College District that are not in use the College District or by others. ~~Community members~~ Such individuals may engage in expressive activities in common outdoor areas, unless:

1. The person's conduct is unlawful (i.e. obscenity, defamation, incitement of lawless action, true threats, fighting words, or intimidation as defined in FLA(LOCAL));
2. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
3. The use would materially or substantially disrupt or disturb the regular academic program or other College operations;
4. The use would result in damage to or defacement of property;
5. The material constitutes harassment, which means material that is (i) hostile, threatening, or intimidating, (ii) directed at a specific person or persons, and (iii) is sufficiently severe, pervasive or persistent, and objectively offensive that it would cause an ordinary and reasonable person to fear violence or bodily harm or creates an objectively hostile or threatening campus environment that unreasonably interferes with the person's ability to access or participate in a College District activity, program, service, or privilege; or
6. The material constitutes discriminatory harassment based on membership in a protected class recognized under state or federal law and is sufficiently severe or pervasive to create an objectively hostile campus or academic environment that unreasonably interferes with or diminishes another individual's ability to participate in or benefit from an activity, program, service, or privilege provided by the College District. [See



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

DIAA, DIAB, FFDA, and FFDB for examples of discriminatory harassment based on membership in a protected class.]

However, ~~community members~~currently enrolled students and employees may, and are encouraged to, reserve a space to assemble in the common outdoor areas of the College District. Once a person or group reserves a certain space in a common outdoor area for assembly or expressive activities, it is not available for another person's or group's use or reservation at the same time. Therefore, any person or group using or occupying the space without a reservation must yield control of the space in time to permit any user with a reservation to begin using the space promptly at the beginning of the reserved time.

In addition, when outdoor space is being used, even on a temporary basis, for College District business, operations, events, an educational function, or a research function, it is not part of the common outdoor area available for use for others' expressive activities.

Reservations for assembly or expressive activities in the common outdoor areas of the College District may be made through the Conference Services Department on a form prescribed by them or through a request sent to [reserveCOA@collin.edu](mailto:reserveCOA@collin.edu).

If the expected attendance at an assembly or expressive activity is 15 or more people, advance notice and a reservation of no less than two weeks is ~~recommended~~required. ~~Persons and organizations~~Individuals are encouraged to seek a reservation of a space that is suited to their assembly's anticipated size.

The College District may prohibit expressive activities that would otherwise be allowed in a common outdoor area when there is an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts or when there is inclement weather, terror alert, or other emergency and the District President or designee reasonably determine that public safety is at risk.

**Time, Place, and  
Manner Rules for  
Common Outdoor  
Areas**

In addition to the specific rules addressed in this policy for Required Conduct, Distribution of Literature, and Permissible Solicitation, the following rules will also apply to the use of common outdoor areas:

1. Expressive activities may not be disruptive.
2. Expressive activities may not include statements directed to inciting or producing imminent violations of law under circum-



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

stances such that the statements are likely to actually and imminently incite or produce violations of law, including but not limited to, violence or threats of violence.

3. Literature may be distributed, but not sold.
4. Any person who uses common outdoor areas or distributes literature or materials in common outdoor areas, is responsible for cleaning up any literature, materials, or other trash that was discarded or leftover.
5. Signs may not be larger than 24" x 24". Signs may be held or carried by hand. However, signs may not be attached to sticks, poles, wooden or metal handles, a person (i.e. a sandwich board sign) or other similar assembled items.
6. Signs constructed of rigid materials, including sticks, poles, wood, metal, hard plastic, or other materials that could be construed as a hazard are not permitted.
7. Any person holding or carrying a sign will exercise due care to avoid bumping, hitting, or injuring any other person.
8. Banners on poles may not be carried by individuals.
9. Hand-held banners carried by two or more individuals (without poles) are permitted in temporary banner spaces designated by the College District.
10. Tables may not be set up in common outdoor areas, unless it is requested by a student or student organization in advance through a request submitted to the Conference Services Department. Otherwise, ~~community members~~individuals or community groups may not set up any tables in common outdoor areas of the College District.
11. Amplified sound may not be used in common outdoor areas, particularly when it disrupts College District business, operations, meetings, events, an educational function, ~~or a research function,~~ or otherwise violates state law.
12. Guest speakers are allowed in common outdoor areas.
13. Guest speakers may not distribute literature that violates the rules in this policy.
14. Guest speakers may not accost bystanders or others who have chosen not to attend the speech or discussion.
15. Guest speakers may not set up exhibits or tables outside of the common outdoor areas or inside College District buildings or facilities.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

16. For any assembly, with or without a guest speaker, that has an expected attendance of 15 or more participants (including counter-demonstrators), advance notice and a reservation are ~~encouraged~~required to help the Conference Services Department improve the safety and success of expressive activity.

~~16-17.~~ Requests or reservations to schedule events during the last two weeks of a semester or term may be denied to prevent disruption of College District operations and instructional programs or to comply with state law.

18. Tents, awnings, camps, temporary living accommodations, and shelters will not be permitted in common outdoor areas, as also prohibited below in this policy.

19. In accordance with state law, individuals engaging in expressive activities on campus may not wear a mask, facial covering, or disguise that (i) conceals the identity of the wearer and (ii) is calculated to obstruct the enforcement of these rules or the law, to prevent identification, or to intimidate, hinder or interrupt a College District employee or police officer in the lawful performance of their duties. This prohibition is not intended to prohibit masks worn for religious reasons, for health reasons, or as part of College District-sponsored activities or performances.

20. Individuals engaging in expressive activities on campus are prohibited from lowering the College District's institutional flag, the flag of the United States, or the Texas flag with the intent to raise the flag of another nation or the flag of an organization or group of people.

~~17-21.~~ Individuals engaging in expressive activities on campus are prohibited from assembling during hours which the College District campus may be closed or other hours as reasonably determined by the College District to prevent disruption of campus operations and instructional programs.

If there is uncertainty about applicable rules, the appropriateness of the planned location, or possible conflict with other events, persons, and organizations are encouraged to consult the dean of students. Should the size of the assembly exceed the maximum number of participants that is safe for a given location, participants will be directed by campus authorities to relocate to a space that is better suited to the size of the assembly.

**Written Agreement  
Required for Use of  
Facilities**

Any community member or organization approved for use of College District facilities not related to the College District will be re-

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

quired to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations prior to a facilities use agreement being approved. This includes an acknowledgment that the College District is not liable for any personal injury or damages to personal property occurring during the use by the community member or organization.

**Fees for Use**

A community member or organization authorized to use College District facilities will be charged a fee for the use of designated facilities.

The Board delegates to the District President or designee the responsibility to establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, media, and technology services. All fees must be paid in advance (or an authorized purchase order) in accordance with the College District's facilities use agreement.

Fees will not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

The Board delegates to the District President or designee the authority to waive the facility use rental fee if the requested use serves an appropriate College District or public purpose.

**On-Site Personnel**

When a College District facility is being used, an employee of the College District will be on the premises and will be fully in charge of the facility being used.

The College District's representative is responsible for ensuring compliance with the requirements of this policy during the event.

**Required Conduct**

Community members and organizations using College District in-door facilities will:

1. Conduct business in an orderly manner;
2. Abide by all laws, policies, and procedures, including, but not limited to, those regulating the use, sale, or possession of alcoholic beverages, illegal drugs, tobacco products, and firearms on College District property, and the requirements in the facilities use agreement; [See CHF and GDA]
3. Make no alteration, temporary or permanent, to College District property without prior written consent from the District President or designee; and

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

4. Be responsible for the cost of repairing any damages incurred during use and will be required to indemnify the College District for the cost of any such repairs.

Additionally, community members and organizations using College District indoor facilities ~~(outside of common outdoor areas)~~ may request table space for students to visit and learn about the table sponsor's activities and may distribute literature, subject to the reasonable time, place, and manner restrictions designated by the College District.

Distribution of literature not published by the College District and activities of the organizations and individuals using College District facilities will be conducted in a manner that:

1. Is not disruptive;
2. Does not impede reasonable access to College District facilities or deny the use of offices or other facilities to students, faculty, staff, or guests of the College District;
3. Does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress or egress to and from property, buildings, or facilities;
4. Does not threaten or endanger the safety of any person on College District premises;
5. Does not harass, badger, coerce, or intimidate another person or force material on an unwilling participant or accost or approach individuals not in the immediate vicinity of the assigned table space or use areas designated by the College District;
6. Does not involve conduct that is likely to result in damage to or destruction of property or cause disruption in utilities;
7. Does not create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen;
8. Does not attempt to prevent a College District event or other lawful assembly by the threat or use of force or violence;
9. Does not interfere with the rights of others as determined by the College District; and
10. Does not violate local, state, or federal laws or College District policies and procedures.

Location and placement of assigned tables and chairs will be made at the discretion of the Conference Services Department, based on

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

availability, safety, and fire code standards, and the Conference Services Department will ensure that such external events do not interfere with the conduct of any student-related or College District-related event.

The consumption of food and beverages will be restricted in accordance with the facilities use agreement.

Groups or organizations using College District facilities will conform to all federal and state statutes, county and municipal ordinances, and fire regulations.

Decorations must be flame retardant and will be erected and taken down in a manner not destructive to College District property or facilities. The use of any material or device that constitutes a hazard to people, equipment, property, and/or facilities is expressly prohibited.

The renter is responsible for clean-up of the space and for clearing the area of discarded or leftover literature.

In addition to the rental fee for use of the facility, the renter will be billed for any cleanup expenses that may result if materials are not removed in a timely manner or if storage of renter-owned materials is required.

Events that include attendance of or participation by minors will require adult supervision by the sponsoring organization.

College District apparatus, furniture, or equipment will not be removed, altered, or displaced without permission from an authorized College District official. Renters are not authorized to bring in their own furniture or fixtures.

The renter is liable for the care and protection of College District property and/or facilities and will be charged for any damages sustained by the premises, furniture, or equipment because of the occupancy.

At the sole discretion of the Conference Services Department, rental agreements for use of any College District facility will be revoked when facilities are misused or when the foregoing rules are violated. Facilities use agreements may not be renewed when revoked for misuse.

The renter is responsible for any and all loss, accidents, neglect, injury, or damage to person, life, property, or facilities that may be the result of, or caused by, the renter's occupancy of the facilities or premises for which the College District might be held liable. The renter will protect and indemnify the College District, the Board,

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

and any officer, agent, or employee of the College District and save them harmless in every way from all suits or actions at law for damage or injury to person, life, property, or facilities that may arise, or be occasioned in any way, because of the occupancy of the facilities or premises, regardless of responsibility or negligence.

The College District may require each renter to provide a valid certificate of insurance in a type and in an amount specified by the College District.

**Identification**

A community member or organization leasing campus facilities and/or distributing materials on campus will provide identification when requested to do so by a College District representative.

As required by state law, any currently enrolled student or employee of the College District is required to present proof of identity or College District issued identification card on request by a College District employee or public official on the campus who is engaging in an official duty.

Any student or employee who refuses to identify himself or herself fully may be subject to College District discipline, which may include suspension or termination.

**Distribution of Literature**

Any written or printed materials, handbills, photographs, pictures, films, tapes, giveaways, handouts, or other visual or auditory materials not sponsored by the College District must comply with this policy. Such materials will not be sold, circulated, distributed, or posted on any College District facilities or common outdoor areas by any community member or organization, including a College District-support organization, except in accordance with this policy.

Approved individuals renting or using College District facilities may distribute handouts associated with the event to its members and guests during the period of the approved rental or use.

The College District is not responsible for, nor does the College District endorse, the contents of any materials or literature distributed by a community member or organization.

[See CHE regarding use of the College District's internal mail system and FLA regarding distribution of literature by students and registered-recognized student organizations]

Materials or literature will not be distributed by a community member or organization on College District property if, in the sole discretion of the College District:

1. The materials are obscene;
2. The materials contain defamatory statements;

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

3. The materials advocate illegal conduct, imminent lawless or disruptive action and are likely to incite or produce such action;
4. The materials are considered prohibited harassment [see DIA series and FFD series];
5. The materials constitute unauthorized solicitation [see Solicitation Requirements, below]; or
6. The materials infringe upon intellectual property rights of the College District [see CT].

**Time, Place, and  
Manner Restrictions  
for Distribution of  
Literature**

A community member or organization that has been approved to rent a campus facility, has signed the required written facilities use agreement, and has paid any required fees may distribute literature to its members and guests during the time period covered by the written agreement and in the location covered in the written agreement.

**Permissible  
Solicitation**

As used in this policy, the word "solicitation" will mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by an entity.

The only solicitation permitted in or on any property or facilities either owned or controlled by the College District will be in accordance with the following:

1. The sale or offer for sale of any food or drink item by authorized student organizations in an area designated in advance by the appropriate College District representative.
2. The collection of membership fees or dues by approved student organizations at meetings of such organizations scheduled in accordance with College District regulations on the use of facilities.
3. The collection of admission fees for the exhibition of movies or other programs scheduled in accordance with College District policies and procedures.

**Solicitation  
Requirements**

Such approved solicitation made pursuant to the terms of this policy must be conducted according to the following:

1. The solicitation will not disturb or interfere with the regular academic or institutional programs and activities being conducted in buildings or on property owned or controlled by the College District.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

2. The solicitation will not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
3. The solicitation will not harass, embarrass, or intimidate the person or persons being solicited.
4. Violations will be addressed through the appropriate College District policy and may result in the organization being prohibited from further solicitation for a designated period of time.  
[See FKC(LOCAL)]

For the purposes of this policy, "sign" will be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; "posting" will be defined as any means used for displaying a sign. Requirements for election signs are described below at Election/Campaign Signs and Tents.

No person or organization may post a sign that is obscene, incites illegal activity, is libelous, or contains nonpermissible solicitation.  
[See FI(LOCAL) or FKA(LOCAL)]

Except for nonpermissible signs, as defined herein, an entity may publicly post a sign on College District property or facilities only in designated areas or display a sign in common outdoor areas subject to the procedures in this policy. No object other than a sign may be posted on College District property or facilities.

Before publicly posting a sign, an entity will:

1. Submit the proposed sign to the student engagement office staff or a designated representative for review and consideration.
2. Provide pertinent information including the:
  - a. Name and phone number of the student, approved student organization, department, or community member, which must be included on all items to be posted;
  - b. Proposed general location for posting the sign; and
  - c. Length of time the sign will be posted.

Upon receipt, the student engagement office staff or designated representative will ensure that the pertinent information listed above is included and that the following guidelines are applied:



COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

1. Approved items, with a maximum size of 24" x 24", will be posted neatly on appropriate bulletin boards by student engagement office personnel or a designated representative, subject to space availability.
2. Items will receive an approval stamp dated and signed by student engagement office personnel or a designated representative for each item to be posted.
3. Materials generally will be approved for a maximum period of four weeks.
4. Materials that do not conform to these posting procedures and guidelines will be subject to immediate removal.

A sign may not be:

1. Attached to:
  - a. A shrub or plant.
  - b. A College District vehicle.
  - c. A permanent sign installed for another purpose.
  - d. A fence or chain or its supporting structure.
  - e. A brick, concrete, or masonry structure.
  - f. A statue, monument, or similar structure.
2. Posted:
  - a. On or adjacent to a fire hydrant.
  - b. On or between a curb and sidewalk.
  - c. In a College District building or facility except on a bulletin board designated for that purpose.

The student engagement office staff or designated representative will remove all signs no later than one week after the expired approval stamp date. No person will remove a sign posted or attached in accordance with this section without permission from the student engagement office or designated representative.

**Nonpermissible  
Signs**

No entity will post or carry a sign that:

1. Involves nonpermissible solicitation;
2. Contains material that is obscene or libelous; or
3. Is larger than 24" x 24", unless authorized by the associate dean of student and enrollment services.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

**Election / Campaign  
Signs and Tents**

Election campaign signs will be limited to five signs per candidate at each College District polling site, at a location designated by the appropriate campus provost, during the period of early voting and on Election Day when the campus is a voting site. Such signs will be limited to a size not to exceed 24" x 24" and must be either hand-held or staked into the ground. However, use of t-posts will not be allowed.

Signs placed outside of the designated location will be removed by the facilities/plant manager or designee and held for pick up in the plant facility for not longer than five days from removal. If not picked up within five days, the College District will dispose of the signs.

Issues-based campaign signs are limited to three signs per political action committee per issue, either supporting or opposing the issue.

Tents, awnings, and shelters will not be permitted on College District property. Amplified sound will not be permitted within 1,000 feet of the polling location.

All electioneering must comply with applicable election laws.

**Classroom Bulletin  
Boards**

Bulletin boards located both inside and directly outside each classroom will be under the jurisdiction of the appropriate campus provost or designated representative.

**Violations of Policy**

Failure to comply with the policy and procedures regarding community use of College District common outdoor areas, College District facilities, or distribution of literature will result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation or discarding of nonconforming materials.

~~Community members or off-campus individuals or~~ organizations who violate the rules in this policy may also be subject to criminal trespass charges or other lawful measures.

A student, employee, or community member who believes that their rights under this policy or state law have been violated by a College District employee may file a complaint using the College District's complaint processes. [See DGBA, FLD, and GB]

**Publication**

This policy and associated procedures must be posted on the College District's website and will also be distributed to students and employees. [See DGC and FLA]

**Alcohol and Drug  
Use Prohibited**

The use of alcohol and intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings,

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD  
(LOCAL)

faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas.

Any person who appears to be under the influence of intoxicating liquor or drugs will be denied access to and/or the use of College District property or facilities.

**Alcohol and Drug  
Use Exception**

With the prior consent and approval of the District President or designee, the provisions herein may be waived for specified culinary instructional programs or with respect to any specific event that is sponsored by the College District and/or the Collin College Foundation. State law will be strictly enforced at all times on all property or facilities controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Children on Campus**

Unattended children will not be allowed in College District facilities at any time. For the purpose of this policy, children are defined as minors who are not currently enrolled in College District classes, meeting with College District personnel, or participating in approved programs with the College District.

Students may not bring children to orientations, classes, labs, testing centers, or other academic programs. The parent or guardian who violates this policy will be interrupted from his or her campus activity and be required to supervise the child or make other suitable arrangements.

College District employees are prohibited from bringing children to work other than for approved programs with the College District.

**Animals on Campus**

The College District will allow service animals to accompany a student or visitor on campus in accordance with Board policy. [See FAA]. All other animals will not be permitted on any College District campus or in any College District facility.