

**Follow Up to May 2, 2025 Question
From Board Member Raj Menon**

Re: Disciplinary Process Flowchart

Question:

Trustee Menon asked if we have a simple “diagram” or drawing that outlines the appeals process or policy for students.

Answer:

Please see the attached flowchart for our student discipline process.

Resource:

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District Dean of Students Office Student Disciplinary Process Flowchart

This flowchart is an overview of the student disciplinary process. For specific procedures, see the *Student Code of Conduct* located in the current *Collin College Student Handbook* available at www.collin.edu/studentresources/deanofstudents/studenthandbook.html.

Student Incident Report is Filed

- The *Student Incident Report* is assigned to a District Dean of Students Office case adjudicator.
- The case adjudicator reviews the *Student Incident Report* and initiates the disciplinary process.
- The case adjudicator contacts the person who originated the *Student Incident Report*, gathers and reviews the documentation, and interviews potential witnesses.

Notification Conference

- The case adjudicator sends a notification letter to the student instructing them to schedule a notification conference. If the student does not respond to the first notification letter within seven (7) College District business days, a second notification letter is sent to the student with a deadline by which they must respond.
- The purpose of the notification conference is to afford the student the opportunity to respond to the allegation(s), provide evidence on their own behalf, review the *Student Code of Conduct*, and receive clarification about the student disciplinary process. The case adjudicator will also review the *Student Incident Report* and documentation obtained during the investigation.
- If the student fails to respond to the notification letter(s) and/or fails to attend a notification conference, the case adjudicator will proceed through the disciplinary process.

Administrative Decision

- Once the investigation is complete, the case adjudicator will use the "preponderance of the evidence" standard (i.e., more likely than not to have occurred) to determine whether the *Student Code of Conduct* was violated.
- In some instances, the case may be resolved through Informal Resolution. If the case is not resolved through Informal Resolution, the student will either be found not responsible or responsible for violating the *Student Code of Conduct* for each of the allegations listed in the notification letter(s).
- All decisions are given to the student in writing. This is called the administrative decision.

Student Appeals

If the student chooses to appeal the case adjudicator's administrative decision, they must submit the *Disciplinary Appeal Request Form* on or before the tenth College District business day following the administrative decision. The Disciplinary Appeals Committee (DAC) will be convened to hear the case. The DAC's decision may be appealed to the designated Leadership Team member.

The designated Leadership Team member may act to affirm, modify, remand, or reverse the DAC's decision. The designated Leadership Team member's decision is final and non-appealable, except when recommendation for Expulsion is affirmed by the designated Leadership Team Member.

If the designated Leadership Team member affirms the recommendation for Expulsion, the student may appeal to the College District President or designee. The College District President or designee's decision is final and non-appealable, unless the student's petition to revoke the Expulsion is approved.

Student Accepts

A student who chooses to accept the case adjudicator's administrative decision will sign an *Acceptance of the Administrative Decision Statement* indicating they understand:

1. The *Student Code of Conduct* violation(s),
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 statement must be signed no later than 10 College District business days following the administrative decision. Once the statement is signed, the administrative decision 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 Takes 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 case adjudicator's administrative decision 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.