

<b>Dean of Students' Office: Stop Campus Hazing Investigation Process</b>
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1. Report is submitted to the Dean of Students' Office.
  - a. Reports may be submitted by anyone, including students, faculty, staff, law enforcement, outside sources (e.g., parents), or anonymous sources.
  - b. Reports are submitted using an online incident report form to Dean of Students' Office.
2. Collaboration with the University Police Department, Title IX and other university departments.
  - a. The Dean of Students' Office will communicate with UPD, Title IX, and the appropriate university department, based upon information in the incident report, and allow those departments to take priority depending on the nature of the report, except for Fraternity & Sorority Life. FSL collaboration is to identify organization leadership, regionally and nationally, for notice purposes.
3. A case is created in Maxient (student conduct software).
  - a. Details of the report are inserted into Maxient, creating a new case.
  - b. A case number is assigned, along with details of the alleged violation (date, time, location, complainant, respondent, witnesses, and a description of the alleged activity).
4. A determination is made if there are immediate risks to individuals, organizations, university, or the public.
  - a. Resources are provided to the alleged complainant(s) (e.g., counseling, medical, financial)
  - b. Coordination with Title IX and UPD.
5. Alleged violations are reviewed to determine if:
  - a. The reported behavior aligns with state, federal, and university's definition of hazing and;
  - b. Dean of Students' Office is the appropriate department for investigation.
6. Determination if interim measures are needed.
  - a. Typically, interim suspension is applied to an organization alleged to be engaged in hazing activities.
  - b. If an individual student is alleged to have participated in hazing activities, the student may be temporarily removed from campus, pending a due process hearing.
7. Send written notices to students or /organization's official email and text message, advising of interim measures.

8. Send written initial notice to the alleged respondent(s) or student organization.
  - a. Outline allegations.
  - b. Request coordination of meeting for an Administrative Review.
  - c. Advise of interim measures, if applicable.
  - d. Provide notification of rights.
9. Investigate the incident.
  - a. Call in witnesses, victims, and the alleged respondent(s) for interviews.
  - b. Coordinate with UPD, Title IX, or university department as appropriate.
  - c. Collect evidence as appropriate (e.g., documents, photos, videos, recordings, and tangible things).
  - d. The goal is to have the investigation completed in 30-60 days, depending upon the complexity of the matter and cooperation of participants.
10. During the Administrative Review with the alleged respondent(s):
  - a. Discuss the specific information about the incident.
  - b. Request information about anti-hazing training for the members of an organization.
11. Analysis and Determination.
  - a. Assess documents, photos, videos, recordings, and tangible evidence.
  - b. Evaluate the credibility of witnesses, complainant(s), and alleged respondent(s).
  - c. Apply the “preponderance of evidence” standard.
  - d. Compose an outcome letter outlining the allegations, findings, and sanctions, if applicable.
    - i) Send an outcome letter using a university email and text message to the alleged respondent, and as appropriate to the FSL leadership. For student organizations, copy advisors on the outcome letter.
    - ii) As appropriate, provide written guidance on “best practices” to prevent and report hazing to the alleged respondent(s).
12. Post-Administrative Review Processes
  - a. A student may request a hearing before the Student Disciplinary Hearing Committee (SDHC) within 48 hours of receiving an outcome letter.
  - b. The SDHC establishes a hearing date.
    - i) The Dean of Students’ Office submits materials before the hearing date.
    - ii) The alleged respondent(s) submit materials before the hearing date.

13. The SDHC hears witnesses, reviews evidence, and issues findings and sanctions, as appropriate.
  - a. The SDHC issues a written decision.
  - b. The SDHC's decision is subject to appeal to the Vice President of Student Affairs or designee.
14. Implementation of Post-Sanction Review
  - a. Regular review of compliance (e.g., completion of educational training, community service, and social probation).
  - b. Check-ins with alleged complainant(s), as requested and appropriate.