

ANTI-HAZING POLICY

As part of its commitment to promoting a safe and healthy campus environment and cultivating a culture that fosters respect for the dignity and rights of all its members, the college has zero tolerance for hazing activities and they are strictly prohibited. This commitment aligns with Ohio Senate Bill 126, also referred to as Collin's Law: The Ohio Anti-Hazing Act.

Pursuant to Ohio Revised Code 3345.19, this policy applies to CCAD students, student organizations, student groups, and employees. This policy also applies to volunteers acting in an official capacity to advise student organizations and/or groups and who have direct contact with CCAD students. Allegations and violations of this policy may intersect with other campus policies, such as CCAD's Sexual Harassment Policy & Grievance Process, CCAD's Code of Student Conduct, and CCAD's employee specific handbook policies. Others may apply. Where crossover occurs, each applicable policy will be executed as appropriate.

CCAD encourages, supports, and maintains a culture of reporting and will provide transparent information after a report is received, when allowable by policy, including when and how law enforcement will be engaged.

This policy will be shared with the entire college community via email on an annual basis each fall. In addition, the policy will be publicly accessible at my.ccad.edu/antihazng. Lastly, each fall semester, all student organizations, their members, leadership, advisors, and volunteers will receive a copy of the policy and be required to complete training on anti-hazing practices, prevention, and intervention.

DEFINITIONS

The terms and associated definitions below are specific to CCAD's Anti-Hazing Policy. For other student conduct specific terms and definitions, see CCAD's Code of Student Conduct as referenced below.

1. Hazing: Any act that endangers the mental health, physical health, and/or safety of a student(s) or that destroys or removes public or private property, including coercing another to consume alcohol or a drug of abuse as defined in section 3719.011 of the Ohio Revised Code, for the purpose of initiation, admission into, affiliation with, participation in, and/or as a condition for continued membership in a student group or organization, or for any other purpose, and is carried out through means of coercion, intimidation, threats, and/or with or without consent or cooperation from any person. Failing to intervene to prevent, discourage, and/or report those acts may also violate this policy. The same definition is in the Code of Student Conduct. Examples of hazing are, but not limited to:

- Alcohol consumption or drug consumption
- Lineups with the intent to humiliate, interrogate, demean, and/or intimidate
- Isolation
- Personal servitude or chores
- Yelling and screaming
- Nudity
- Kidnapping
- Assignment pranks such as stealing, painting objects, or harassing other organizations or persons
- Sleep deprivation
- Restriction of communication
- Sex acts
- Pain or injury inducing activities, such as paddling, branding, or shaving

Identifying Acts of Hazing

Key indicators include but are not limited to:

- The activity is degrading and/or demeaning,
 - There is risk of injury or questions of safety,
 - Alcohol or drugs are present
 - Cryptic language is used to describe an event, activity, or interaction,
 - Active members are unwilling to participate in the same activity with new members,
 - Active and new members are unwilling to discuss the activity with advisers, coaches, family members, headquarters, or prospective members,
 - Members are justifying actions as "tradition" in an attempt to convince others that it is an acceptable event,
 - Changes in behavior such as oversleeping, constant exhaustion, or an inability to focus, and/or,
 - A drop in GPA.
2. **Coercion:** The practice of persuading someone to do something by using force or threats.
 3. **Organization:** Organizations recognized by, or operating under the sanction of, an institution, including student groups, organizations, unsanctioned organizations, academic affiliated groups, individual student or a group of students or alumnus, among others. "Organization" also includes any national or international organization with which the organization might be affiliated.
 4. **Student:** See Code of Student Conduct.
 5. **Outside Association:** Other individuals associated with an organization recognized by or operating under the sanction of an institution including, but not limited to, members from another campus, non-CCAD employed advisor or association member, and alumni not serving in an official volunteer or advisory capacity. This might also include CCAD employees who are also associated or affiliated with the organization. A person with an outside association is responsible for reporting acts of hazing to the institution and/or law enforcement.
 6. **Volunteer:** An individual who advises or coaches an organization recognized by or operating under the sanction of an institution, who has direct contact with CCAD students, and who is acting in an official and professional capacity. The volunteer may or may not be associated with another institution. Volunteers must first register with the Student Engagement & Inclusion Office before executing their role. Volunteers must abide by CCAD's youth protection policy and report misconduct appropriately. Volunteers are responsible for reporting acts of hazing to the institution and/or law enforcement.
 7. **Student Organization Advisor:** Individuals employed by CCAD or an outside agency that serves as an advisor to a CCAD student organization with permission and oversight from Student Engagement & Inclusion (SE&I). SE&I houses advisor rosters and all advisors are responsible for reporting acts of hazing to the institution and/or law enforcement.
 8. **CCAD Employee:** All CCAD faculty, staff, vendors, and independent contractors.
 9. **Amnesty & Safe Harbor:** See Code of Student Conduct.
 10. **Retaliation:** See Code of Student Conduct.

MANDATED REPORTERS

Each of the following is considered a mandated reporter:

- Any full or part-time employee of the college (including staff, faculty, student employees, and graduate assistants) who advises or coaches student organizations and/or student groups and who has direct contact with students.

- Any volunteer acting in an official capacity who advises or coaches student organizations and/or student groups and who have direct contact with students.

Employees who are required by law to protect confidentiality are exempt from this requirement. At CCAD this is the clinical staff in the Counseling & Wellness Center.

Mandated reporters must not recklessly permit hazing from taking place and shall immediately report knowledge of hazing, as defined in this policy, to local law enforcement as well as to CCAD's AVP for Student Affairs & Dean of Students (DOS) using the [Hazing Report Form](#). A mandated reporter who fails to make a timely report may be subject to appropriate disciplinary action by the college. Moreover, failure to report carries a fourth degree misdemeanor charge, except that the violation is a first degree misdemeanor if the hazing results in physical harm.

Note: Reports made pursuant to this policy do not supersede or replace other reporting obligations.

HOW TO REPORT HAZING

Hazing presents a serious risk to the health and safety of our college community and will not be tolerated at CCAD. To create a community free of hazing, we must first report hazing when we experience it, see it, or suspect it. It is imperative that everyone with knowledge of hazing report it. CCAD students and registered student organizations are required to report hazing, as the failure to prevent, intervene, or report acts of hazing may also be considered acts of hazing. Moreover, section 2903.311 (B) of the Ohio Revised Code states that "No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, including any primary, secondary, or post-secondary school or any other public or private educational institution, who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred."

Emergencies and concerns for health and safety should always be reported immediately to law enforcement by calling 9-1-1.

Mandated reporters must report acts of hazing to law enforcement, as outlined above. To contact Columbus Police, call 614.645.4545. Mandated reporters must also comply with the following instructions on how to report acts of hazing to CCAD.

To report acts of hazing to CCAD, the reporter must first complete the [Hazing Report Form](#), which is routed to the Dean of Students. The DOS will then initiate an investigation that may include the collection of more information beyond what is included on the initial report. Anonymous reporting of hazing acts is not permitted.

When reporting, please be prepared to provide the following information as best as you can:

- What is the name of the organization that you are reporting for acts of hazing?
- When did the event(s) occur?
- Where did the event(s) take place?
- What time of day did the event(s) occur?
- Who was involved in this event?

- Are there any other people that were present or can corroborate the information you are providing? Please provide their names and contact information (if available).
- How did you become aware of the event(s)?
- Please describe the event(s) in as much detail as possible.
- Please provide any documentation or photographs you may have.
- Your name, phone number, and e-mail address

JURISDICTION

Under this policy, CCAD has jurisdiction of the act, whether the conduct occurs on or off campus and when hazing occurs between two or more people affiliated with CCAD. See also Jurisdiction in the CCAD Code of Student Conduct. Specifically, this policy applies to college-sponsored or approved activities and at non-college approved activities, distance education programs such as study abroad, service trips, experiential learning opportunities, and any other group travel. This policy may also be applied to behavior conducted online, via e-mail, or through electronic media in cases where the behavior is not protected by freedom of expression. The college does not actively search for online information but may take action if such information is brought to the attention of college officials.

REQUIRED TRAINING

All student organizations or student groups at CCAD must complete an annual anti-hazing training provided by the college. This includes executive members of the organization and all its members. Failure to complete the training will result in the student organization being denied the ability to continue its operations. If an organization is unsure if they have completed the required training, they should contact the Student Engagement & Inclusion Office to verify their status. Additionally, new incoming students are required to participate in an orientation session that includes training on hazing, awareness, prevention, intervention, and our policy. Lack of participation will cause a student to be ineligible to participate in student organizations. In addition, this policy will be publically available on the CCAD website and distributed annually via email along with CCAD's other institutional disclosures.

RETALIATION

CCAD welcomes feedback and reports of misconduct from anyone in our community. Anyone who brings a legitimate concern to the attention of CCAD should not fear that they will be retaliated against for their efforts. If anyone perceives that retaliation is occurring, they should report this immediately to the DOS. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of the person's participation in that protected activity. Retaliation against an individual for bringing forward a grievance is a serious violation of CCAD policy and will not be tolerated.

AMNESTY AND SAFE HARBOR

CCAD's Code of Student Conduct includes policies covering amnesty and safe harbor protections to those who may be involved in minor policy violations. These protections apply to this policy. See the Code of Student Conduct for details.

PROCESS AND ENFORCEMENT

This is a summary of the process that the DOS will follow when responding to allegations or reports of hazing. For CCAD's full Code of Student Conduct investigation and adjudication procedures, please refer to the Code of Student Conduct on myccad.edu:

1. Allegations of Hazing or Self-Reporting of Incidents

Any person having knowledge of any activity or conduct which may constitute hazing must contact the DOS. Mandated reporters are also required to report hazing to local law enforcement. Student group or organization/team members and/or officers/captains must immediately report any hazing incidents that occur within their organization to the DOS, providing a detailed description of the events that have transpired, the names of any individuals involved, and a description of any actions taken by the organization.

2. Report Submitted

Upon receiving allegations or a report of hazing, the DOS will investigate as described in this policy, and the organization president and advisor/coach will be notified. The investigation and adjudication process will proceed related to the policy violations by the individual(s) implicated in the report, unless evidence discovered in the investigation proves the incident to have been sanctioned by the organization. If the incident appears to have been sanctioned by the organization, a follow-up investigation into the organization's role may be undertaken. If the student organization is affiliated with a national organization, the national headquarters may be contacted depending on the severity of the incident, the organization's involvement in the incident, and the organization's cooperation in the investigation.

3. Investigation

As part of the investigation, the DOS or designee will:

- a.** Make contact (if possible) with the individual(s) bringing forward the allegations of hazing and/or make contact with the individual(s) alleged to have perpetrated the hazing.
- b.** If the conduct is organizational in nature, the DOS will contact the advisor and president of the organization under investigation and conduct interviews with all parties, including victims, the accused student(s), and any witnesses.
 - i.** Conduct is organizational in nature when one or more members of the offending organization are involved in the reported conduct.
- c.** The DOS may put in place any appropriate interim action as deemed by the Code of Student Conduct.
- d.** At the discretion of the DOS, the DOS may request that students, or a select group of students (i.e. all new members of an organization) participate in an investigatory meeting at a pre-determined time and location and may exercise discretion regarding the communication of students during the investigation process. In addition, the DOS, at their discretion, may request students to undergo a physical examination by an off-campus medical provider, particularly when allegations of physical abuse are part of a hazing investigation. The results of a physical examination will be protected by applicable health privacy laws, but a summary of any physical signs of hazing (i.e. bruises, burns, etc.) should be provided to the DOS by the medical professional conducting the examinations via means of a release of information.

Students may decline this request, however, it could limit the DOS' ability to collect sufficient evidence about the case and to adequately address the behavior.

4. Adjudication

Upon completion of the investigation, the DOS will write a summary report and determine if charges are warranted. If so, the DOS will charge the individual student(s), the involved

organization(s), and /or the President or other responsible officers of the involved organizations(s) or any other complicit bystanders in accordance with the Code of Student Conduct. CCAD's evidentiary standard for any type of conduct violation is a preponderance of the evidence.

5. Sanctions

Hazing is a serious offense of the CCAD Code of Student Conduct and of employee conduct expectations and therefore, is subject to the full range of sanctions (fines, restorative acts, removal from CCAD housing, warning, disciplinary probation, suspension, and expulsion). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or group in which the student is involved or associated, or their governing bodies. CCAD has the right to take action regardless of the actions of the governing body of a non-CCAD affiliated organization.

Moreover, CCAD may implement interim suspension to individuals or entire organizations, as well as cease-and-desist orders when behavior and conduct impact are severe and pervasive or carry an ongoing threat to the safety of the campus community. Termination is also a possible sanction for any CCAD employee, including student employees, such as student Resident Advisors or Student Orientation Leaders, among others.

Legal Penalties: Where appropriate, institutions are required to report hazing to law enforcement. The following outlines the type of charge for various acts of hazing:

- a. Penalty for hazing (participating in and/or permitting hazing): 2nd degree misdemeanor
- b. Hazing that results in serious harm: 3rd degree felony
- c. Failing to report hazing: 1st degree misdemeanor

ANNUAL REPORT

The college will maintain a report of all violations of this policy that are reported to the college and which result in a charge of violation of this policy. The report will include cases identified five years prior to the effective date of Colin's Law and all reports after the implementation of Colin's Law. The report will delineate between substantiated and unsubstantiated reports. CCAD will update the report bi-annually on January 1 (or the first business day after the New Year) and August 1 (or the next business day after 8/1) of each year and will post the updated report at my.ccad.edu/antihazing.