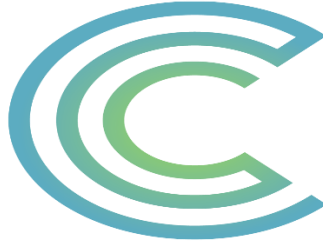


**Stop Campus Hazing Act
Standard Operating Procedure
Caris College**



Responsibilities: Caris College is committed to fostering a campus culture free from acts of violence or threatening behavior. The *Stop Campus Hazing Act* Standard Operating Procedure (SOP) is intended to define campus hazing, establish a process for reporting and investigating perceived instances of hazing, develop a public reporting mechanism for complete transparency, and proactively educating employees and students about hazing or hazing-related incidents and resources for additional support.

The *Stop Campus Hazing Act* SOP will be monitored and maintained by the Campus Director in conjunction with campus officials and members of the college's compliance committee.

Definition: Caris College adopts the US Dept. of Education's definition of hazing, found below.

Any intentional, knowing, or reckless act committed by a person against a student that:

- Is connected with initiation into, affiliation with, or maintenance of membership in an organization.
- Causes or is likely to cause a substantial risk of physical injury, mental harm, or degradation.

This definition applies to acts committed in connection with student organizations, including fraternities, sororities, athletic teams, and other campus groups.

Reporting: Caris College encourages prompt reporting of an experience that fits the definition of hazing. The following process is established for such events.

- Hazing or hazing-related events may be reported by an individual student or a group of students, those directly victimized or on behalf of the victim. Reports can be submitted verbally or in writing (by email or hand-written notice) to any active Caris College employee. Caris College employs individuals onsite who are trained in the reporting and investigation process for hazing/hazing-related instances. The reporter(s) will be connected with this individual for further guidance.
- Caris College officials will investigate the report and take appropriate action based on the outcome of the investigation. (*see investigation process below for more information*)

- Factual details of the report will be made available on the college's website in a prominent area. Personally identifiable information will be redacted prior to publication. *(see transparency report below for more information)*

Investigation: A trained official at Caris College will receive formal reports of hazing/hazing-related incidents and investigate to determine the following:

- Does the report support the definition of hazing? Is the incident consistent with the definition of hazing?
 - If yes, begin investigation of the facts. This process will include, but is not limited to collecting witness statements, documented proof of event(s), interviews with relevant individuals/parties, etc.
 - If no, document the process taken to make this determination.
- Following the outcome of the investigation, the trained official will make a recommendation to college administration for review and distribution to related parties. The complainant and defendant have the option to appeal the outcome of the investigation if desired. *(see appeal process below for more information)*
- Caris College has a zero-tolerance policy for retaliation and will not condone retaliatory conduct during the investigation process and following the outcome of the investigation.

Appeal Process: A related party (complainant or defendant) has the ability to appeal the investigation outcome if desired. To do so, the individual should submit, in writing, the basis for their appeal and requested actions. The formal appeal should be submitted to college officials, who will then assign a committee to review the appeal and related facts/information and determine appropriate action. The decision of the review committee is not subject to further appeal.

Education/training: The college provides ample educational opportunities for students and employees to ensure proper understanding of the definition of hazing and options for resources/support.

Upon hire and annually thereafter, the college requires employees to complete a virtual training course related to hazing. Additional training is encouraged. Documentation of training completion is maintained in the employee's personnel file.

Upon enrollment, the college provides hazing-related training resources to students. Additionally, the Student Services Department can provide additional information relevant to hazing resources and support services upon request. This guide is made available to all students through the college's Student Information System. Student Services Department representatives also bring awareness of the dangers of hazing and opportunities for help through regular engagement activities and on-campus events. Efforts are evaluated on an annual basis to determine effectiveness and ensure compliance with regulatory requirements.

Transparency Report: Beginning December 2025, Caris College compiles and publishes a *Campus Hazing Transparency Report* on the organization's website. This report discloses any reported incidents, including the names of the student organization/group involved, a general description of the violation including relevant dates, investigation details, recommendations from the investigation, sanctions imposed, and the notification process following the investigation.

This report will be updated twice annually moving forward.

The college will also include notice of hazing incidents in the annual safety and security report. This report is made available to all active students and employees through the college's Student Information System.

Published Date: June 23, 2025

Effective Date: June 23, 2025