

OVERVIEW

This procedure outlines the step-by-step processes by which the College prevents, addresses, and responds to hazing. It implements the requirements of District Regulation 7.22500 DR (Campus Hazing) and ensures compliance with the Federal Stop Campus Hazing Act, the Clery Act, Missouri law (Danny's Law), and related institutional policies.

PROCESS

- 1. Oversight and Administration**
  - a. Student Success & Engagement is the office of responsibility for administering MCC's anti-hazing program.
  - b. MCC's deans of students are responsible for receiving reports of hazing, ensuring immediate safety, and conducting or supporting investigations.
  - c. Student Success & Engagement is responsible for case management, adjudication, and applying sanctions to individuals or student organizations.
  - d. MCC Police Department ensures compliance with publication requirements, including posting the Campus Hazing Transparency Report and publishing the Annual Security Report.
  - e. Human Resources provides training for employees identified as mandated reporters (Campus Security Authorities).
- 2. Reporting Protocols**
  - a. Reports of hazing can be made by filing an incident report/concern on MCC's website.
  - b. Mandated Reporters (as defined by the Clery Act) must immediately forward all reports of hazing to the campus dean of students.
  - c. Reports may be made anonymously; however, anonymity may limit MCC's ability to investigate or impose sanctions.
- 3. Investigation Process**
  - a. Upon receipt of a report, the dean will:
    - i. Use the case management system to track and manage the report.
    - ii. Determine whether immediate action is required to protect safety. If so, MCC Police will be contacted.
    - iii. Conduct an investigation through MCC's student conduct process, which may include interviews, evidence review, and consultation with administrators.
  - b. Investigations will be prompt, fair, impartial, and documented in accordance with institutional and federal requirements.
- 4. Resolution and Sanctions**
  - a. The dean of students is responsible for applying disciplinary sanctions to students or student organizations found responsible.
  - b. MCC Police may refer cases for criminal prosecution when violations of law are present.
  - c. Sanctions may include appropriate disciplinary action, including

- d. but not limited to, termination of employment, if applicable, suspension, expulsion, loss of privileges, or disbandment of organizations.

**5. Prevention and Training**

- a. Student Success & Engagement coordinates annual training for students, faculty, staff, advisors, and coaches.
- b. Training includes hazing recognition, reporting protocols, bystander intervention, ethical leadership, and group cohesion strategies.
- c. Educational materials are distributed at student and employee orientations, employee onboarding, annual training, and posted on MCC's website.

**6. Compliance Reporting**

- a. Annual Security Report (ASR): Maintained and published by MCC Police, must include hazing incident statistics, policies, and reporting processes.
- b. Campus Hazing Transparency Report: Maintained and published by MCC Police, updated at least twice per year and retained online for five years.

PROCEDURE

This procedure must be reviewed regularly by Student Success & Engagement at a minimum of every five years.

ENFORCEMENT

This operational procedure and applicable regulations shall be strictly enforced. Violations may result in disciplinary action up to and including termination or expulsion.

VALUES ALIGNMENT

People, Integrity

NOTIFICATION

Student Success & Engagement will ensure districtwide communication is made within 30 days of approval through the college-wide communication platform.

REFERENCE

District Regulation 7.22500 DR (Campus Hazing)  
Board Policy 7.35010 (Code of Student Conduct)  
Stop Campus Hazing Act (20 U.S.C. §1092)