

THE COLLEGE OF THE FLORIDA KEYS PROCEDURE

Title	Hazing Prevention and Reporting	Number	75.56.1
Authority	Section 485(f)(1)(F) of the Higher Education Act of 1965 (20 U.S.C. 1092(f)(1)(F)), B.R. 7.240, B.R. 7.520	Date Approved	05/21/2026
Amended			

PURPOSE:

The purpose of the Hazing Prevention and Reporting procedure is to ensure compliance with the Stop Campus Hazing Act by establishing clear expectations, prevention strategies, reporting requirements, and response protocols related to hazing. This procedure affirms the College's commitment to providing a safe educational environment by prohibiting hazing in all forms, promoting education and awareness, outlining accessible reporting mechanisms, and ensuring prompt, equitable review of reported concerns. Through these measures, the College seeks to prevent hazing, support affected individuals, foster accountability, and promote a culture of shared responsibility within the campus community.

PROCEDURE:

1. **Reporting Hazing Allegations:** Any member of the College community with knowledge or suspicion of alleged hazing is expected to report the activity promptly via the College's online reporting form: [MAXIENT](#)
2. **Investigation and Sanctions:** All reports of alleged hazing will be assessed, investigated, and action will be taken by the College, as appropriate.
 - a. Allegations of student hazing by another student or by a student organization will be referred to the Student Conduct Officer for review according to the Student Code of Conduct.
 - b. Based on the severity of circumstances, the matter may also be referred to law enforcement for further evaluation, which may result in criminal sanctions under applicable federal, state, and local laws.
3. **Hazing Prevention Initiatives Roles and Responsibilities:**
 - a. The College will include the anti-hazing policy on the website, in the Student Handbook, and in the New Student Orientation. The Director of Advancement assumes responsibility for the aforementioned items.
 - b. The College will require each athlete to complete a hazing prevention program, at no expense to the student, prior to participation in any athletics activities or events. The Director of Athletics assumes responsibility for ensuring all athletes complete training. If an athlete

already completed training at the College through a student organization they can provide evidence to the Director of Athletics.

- c. The College will require all advisors and students of student organizations to complete a hazing prevention program, at no expense to the student, prior to participation in any student organization events excluding club rush. The Assistant Director of Student Activities and Club Advisors share responsibility for ensuring all students participating in student organizations complete training. If a student already completed training at the College through a different student organization, or during a previous semester, they can provide evidence to the Assistant Director of Student Activities. The Director of Student Activities will maintain a master file of students that have completed training. Club Advisors will assist in ensuring compliance by encouraging students to complete the training and by enforcing the requirement of training for participation in student organization activities.
 - d. The College will require all Student Organizations to include the College's Anti-Hazing policy in the By-Laws for each Student Organization and in the Student Activities Handbook.
 - e. Students that are not participating in athletics or a Student Organization are encouraged to participate in the hazing prevention program, at no expense to the student.
4. Campus Hazing Transparency Report
- a. **Updating the Report:** The Director of Advancement will update the Campus Hazing Transparency Report on the College's website at least two times per calendar year. The College will publish, in a prominent location on the public website of the institution, the Campus Hazing Transparency Report, including -
 - i. a statement notifying the public of the annual availability of statistics on hazing including a link. For the purposes of this procedure, the College will provide a link to the Annual Security Report which will include hazing statistics starting in 2026.
 - ii. information about the institution's policies relating to hazing
 - iii. the information included in each update required which shall be maintained for a period of 5 calendar years from the date of publication of such update.
 - b. **Incidents Within the Report:** The Director of Advancement will review all cases related to hazing in Maxient.
 - i. Cases that involve Student Organizations that have findings will be included in the report.

- ii. The report will be updated two times per calendar year regardless of whether or not there is new information to report. The following example is considered to be an acceptable update.

Date	Name of Student Organization	Report Number	Updated
2026	The College of the Florida Keys has no hazing violations to report.	None to Report	January 1, 2026
2026	The College of the Florida Keys has no hazing violations to report.	None to Report	July 1, 2026

- iii. The following information will be included in the report for incidents that resulted in findings that involve a Student Organization. The Campus Hazing Transparency Report shall not include any personally identifiable information.
1. Date of incident
 2. Name of Student Organization
 3. Date the investigation was initiated
 4. Date the investigation concluded
 5. Date the investigation ended with a finding that a hazing violation occurred
 6. Date the institution provided notice to the Student Organization that the incident resulted in a hazing violation.
 7. Violation description
 8. Did the violation involve the abuse or illegal use of alcohol or drugs?
 9. Findings of the institution
 10. Sanctions placed on the Student Organization
- iv. Reports will stay on the website for five (5) years.

ATTACHMENT(S):

NONE