College of Charleston Student Organization Accountability Process  
(Adapted from Louisiana State University’s Greek Organization Accountability Process)

HAZING INVESTIGATION/ADJUDICATION PROTOCOL

This document is designed to outline protocol for the investigation and adjudication processes in response to hazing allegations involving student organizations reported at the College of Charleston and accompanies institutional policy 12.3.5.1.8, section VI. The College of Charleston recognizes that hazing can and does exist in organizations beyond social fraternities and sororities. Therefore, this protocol is to be applied to all registered student organizations who have been alleged of violating policy 12.3.5.1.8.

This protocol encourages accountability, collaboration, and cooperation between the Office of the Dean of Students, major stakeholder offices (i.e., Fraternity and Sorority Life, Student Life, Recreational/Club Sports, Athletics), undergraduate members/leadership of student organizations, and, outside stakeholders (i.e., National offices, organizational advisors).

The College of Charleston is committed to providing its students with a safe environment that encourages for growth and development though involvement in student organizations. This experience, therefore, should be free of all forms of hazing, harassment, intimidation, and bullying.

The proposed model of student organization misconduct has been prepared using best practices and models from numerous institutions of higher education. The models and protocols have been adapted for use at the College of Charleston and encourage a high level of organization and collaboration during the investigation and adjudication of alleged violations of the Code of Conduct. Since many of our student organizations have affiliations with national organizations, a strong emphasis has been placed on establishing and maintaining open lines of communication with local and national designees.

The Partnership Process encourages collaboration between campus offices, and, promotes student driven accountability. Several institutions are seeing a high success rate with chapters electing to be held accountable through the Partnership Process. However, should allegations of misconduct pose an immediate and ongoing threat to student health and safety, the College of Charleston retains the right to move the process directly to the campus based investigation/Honor Board process.
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**Incident report is received by CofC ODOS, FSL, Public Safety, informant, self-report, or other source**

**Notification letter of allegation(s) and invitation to meet with ODOS & functional area staff member (FASM) is sent within 3 days of receipt of information.** In cases involving dangerous misconduct and/or death/injury, ODOS may issue a cease and desist of all organizational activities; local/regional/national advisor(s) receive same notification. Notification letter may outline the potential violation(s) of CoC policy and/or the CoC Code of Conduct.

**Organization does not accept responsibility, obstructs the process, provides false/inaccurate information, omits information, or misses deadline/meeting. Process moved to Honor Board process automatically with campus based investigation**

**Information points to an individual or group of individuals and is not adequate to support organizational charge(s). Org is found Not Responsible and ODOS proceeds with individual charges. Names of individuals must be provided to proceed with this step.**

**ODOS sends charge letter/packet to organization of alleged violation(s); letter will include offer to meet with ODOS, but meeting is not required.**

**Organization returns response form within 3 business days. Honor Board chair schedules Honor Board hearing.**

**Organization appears before Honor Board to determine responsibility and/or sanctions.**

**Outcome letter sent by Honor Board chair to Organization detailing findings and sanctions.**

**ODOS PROCESS ENDS**

**If organization is subject to additional process, that process may begin only after the ODOS has concluded.**

**Opportunity to participate in Partnership Process may be revoked based on egregiousness of offense.**

**Organization has the right to appeal to the Executive Vice-President for Student Affairs within 5 days of outcome.**

**Within 5 days, ODOS formalizes institutional accountability outcome (sanctions) with Org leadership/rep in a signed final OEP.**

**Enhancement plan further developed by org officers with assistance from advisor, ODOS, FASM, & FA student rep (where applicable). Org officers must confirm acceptance of plan by all members within 5 days. Signed final draft of OEP is sent to ODOS and FASM for final review. Final outcome may include a status which is mutually agreed upon in the OEP.**

**Organization officers & advisor meet with ODOS & FASM within 3 days of receipt of notification letter. Group discusses internal investigation process/strategy. Written report of internal findings due to ODOS & FASM within 5 days of meeting. Report should be detailed and specific; including names of individuals to be held accountable.**

**Organization officers & Advisor meet with ODOS, FASM, and FA student rep (where applicable) to discuss information discovered through internal investigation through written report. Organization accepts responsibility and prepares an initial draft of Organizational Enhancement Plan (OEP) where appropriate; organization may be subject to additional sanctions by ODOS and/or FASM process.**

**Organization officers & Advisor meet with ODOS, FASM, Public Safety, informant, self-report, or other source.**

**ODOS assembles investigation team to conduct member interviews for all members. Interviews take place within 5 days of receipt of notification of alleged violations of the Code of Conduct. May include a cease and desist for all org activities.**

**Investigation provides information that does not support charge(s) being brought against organization.**

**ODOS PROCESS ENDS**

**Investigation provides information that supports charge(s) being brought against organization.**

**Organization does not accept responsibility and prepares an initial draft of Organizational Enhancement Plan (OEP) where appropriate; organization may be subject to additional sanctions by ODOS and/or FASM process.**

**Organization accepts responsibility and prepares an initial draft of Organizational Enhancement Plan (OEP) where appropriate; organization may be subject to additional sanctions by ODOS and/or FASM process.**

**If organization misses any deadlines or violates the OEP, or is charged with any further violations (including failure to comply), the organization will participate in the Honor Board process and may incur additional charges.**

Adapted from Texas A&M University, University of South Carolina, University of Wisconsin/Oshkosh, Louisiana State University, ATIXA
Cases will be opened in Maxient for the organization as well as any single members identified through the investigation process. FASM is responsible for reserving rooms. Once rooms are reserved and times scheduled for students, ODOS will take lead in scheduling individual students for interview rooms, and, preparing schedules for interviewers to work from. Students will be interviewed individually, by a team of two interviewers (primary and secondary). Interviews will be recorded. Once the investigation has been completed, these recordings will be destroyed. When a student is being interviewed, they will be informed, both verbally and in writing, of the following rights and responsibilities before questioning; students will be asked to sign an acknowledgement that they have received this information.

a. Students have the following rights in an interview:
   i. Students have the right to know why they are being interviewed.
   ii. All attempts will be made to protect the identity of those being interviewed, within the guidelines of FERPA and other applicable laws or guidelines.
   iii. Students may choose to participate or not participate, with notification of the potential outcomes of either decision.
   iv. When possible, students will be notified of those with whom the interview information may be shared.

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v. Students may choose to provide a written statement at any point in the investigation.

b. If students choose to participate in an interview process, they have the following responsibilities:
   i. All students will respond truthfully and completely to questions being asked.
   ii. All students will refrain from any harassment or retaliation toward anyone involved in the process.
   iii. Any participating organization member will be expected to uphold the values, policies, and guiding principles of their organization.
   iv. All students are expected to comply with College policies and local, state, and national laws.

c. When interviews with students occur, students can expect that the College may choose to:
   i. Request limited communication between involved parties during the investigative process.
   ii. Interview the same individual more than once.
   iii. Notify/work with applicable (inter)national headquarters staff and/or campus/local law enforcement.
   iv. Interview individuals without a supporting party present—however, students may contact someone for advice before or after the interview.
   v. Request a limit on organizational activities during the investigative process—including but not limited to educational program activities, social functions, travel, competition, and organization meetings.