

Tips for Reviewing and Responding to the Initial Investigative Report

PROCEDURE

[Appendix D, Section 3.b.](#)

Both the respondent and the complainant will be given the opportunity to review the initial report in the Office for Student Conflict Resolution during normal business hours and to submit a written response.

The response may include:

- Suggested corrections to interview notes
- Clarifications
- Additional supporting documentation
- Requests for additional witness interviews, and
- Any other information the author believes is relevant.

Responses must be submitted no later than five business days after the report has been made available.

TIPS FOR REVIEWING THE REPORT AND WRITING A RESPONSE

Scheduling Time to Review the Report

- Schedule a time during our regular business hours (M-F, 8:30-5 p.m.).
- Scheduling helps ensure that we will have a space for you to review the document and have the document ready on your arrival.
- Scheduling also helps us to make alternate arrangements if both the respondent and complainant wish to review the report at the same time.

Reviewing the Initial Report

- **You are allowed to bring a laptop or tablet with you while you review the document.**
- The office will have paper available to you for notes upon request; avoid writing on the report itself.
- You may not have a copy of the report to take with you or take pictures of the report, but you can schedule to review the report multiple times.
- You are allowed to have an advisor or advocate with you while you review the report.

Questions to Consider when Writing Your Response

- Is there anything you would like to correct, clarify, or add to your own interview summary?
- Is there anything you would like to correct, clarify, or respond to in the other party's or witness(es)' interview summaries?
- Is there anything you would like to correct, clarify, or respond to in the investigators' summary of the investigation or narrative?
- Are there any additional questions we should ask a witness or the other party in follow up?
- Are there any other witnesses we should speak to about the incident? If so, are there any questions or topics you want to make sure we speak to them about?
- Do you have any additional documentation you would like to submit for consideration?
 - Examples may include phone records, screen shots of messages, social media exchanges, medical records, photographs, written witness statements, video recordings, security logs, additional reports, voicemail, or any other additional information believed relevant to the allegations.
- Do you have any other relevant information to include?

Submitting Your Response

- The response must be submitted no later than five business days after the report has been made available, by 5 p.m.
- You may submit a typed or handwritten response (if it is handwritten, please be careful to ensure it is legible).
- If you comment on something specific in the report, please include the page and line numbers you are referencing.
- You may submit the response to the office by email to the investigator or by dropping it off in person to the Office for Student Conflict Resolution during business hours.