

# Tips for Reviewing and Responding to the Revised Investigative Report

## PROCEDURE

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

Both the respondent and the complainant will be given the opportunity to review the revised report in the Office for Student Conflict Resolution during normal business hours and to submit a final written response, which may also include impact statements, character statements, statements of desired outcome, and any other information believed relevant for sanction determination. Final responses must be submitted no later than five business days after the revised report has been made available. The investigators maintain the right to redact any prohibited information submitted in a final response.

## 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 Revised 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.

### Things to Consider when Writing Your Final Response to the Revised Report

- After your review period ends, the investigators will be incorporating both parties' responses to the revised report into the final report for the Subcommittee on Sexual Misconduct.
- One way to look at this final response is as a last chance to address the Subcommittee on Sexual Misconduct with any additional thoughts regarding the information about the incidents and the investigation. For instance, you may:
  - Respond to any new information added to the report after the initial review,
  - Draw the committee's attention to important information in the report, or
  - Summarize the information for them and provide any remaining thoughts, comments, and/or concluding remarks

### 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 sure to make it 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 via email to the investigator or by dropping it off in person to the Office for Student Conflict Resolution during business hours.

## **SUBMITTING SANCTIONING MATERIALS**

**You also have the option to submit additional material to be considered for sanctions. If you choose to do so, that information should be submitted as a separate document(s) from the final response to the revised report mentioned above, by the deadline in your letter.**

If a respondent is found in violation of the Student Code by the Subcommittee on Sexual Misconduct, the advisor will give the members of the committee any additional materials submitted by the respondent and/or complainant to be considered in determining sanctions and educational outcomes. Any information regarding the respondent's disciplinary history will also be considered by the Subcommittee on Sexual Misconduct.

Examples of materials submitted by respondents include:

- Character statements
- Statement of desired outcome
- Information regarding any steps you've taken to address the behavior and prevent the recurrence
- Discussion of any prior disciplinary history

Examples of materials submitted by complainants include:

- Information about the impact the behavior has had on you
- Statement of desired outcome

Both parties may also submit any other information believed relevant for the sanction determination.