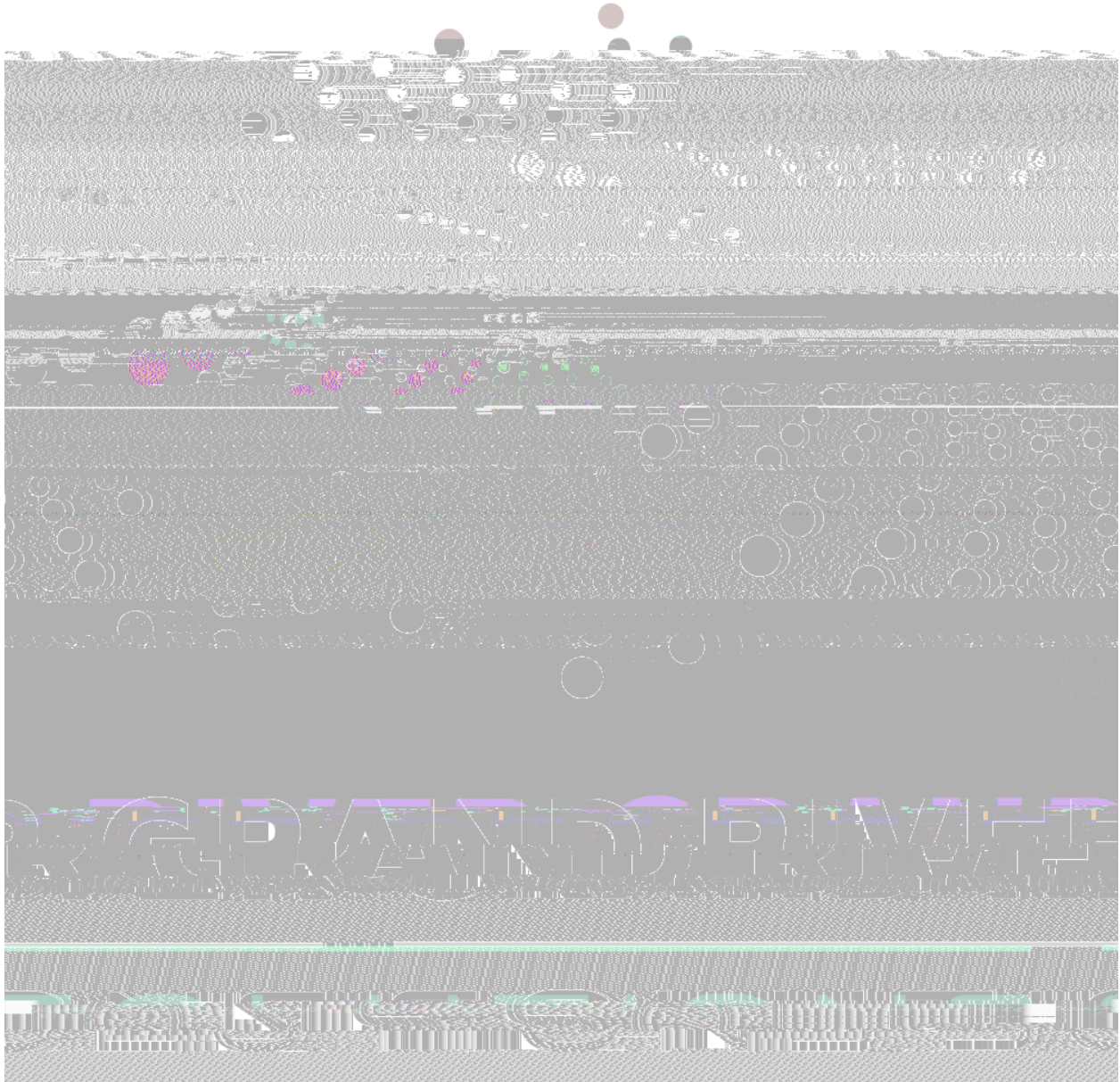






## INITIAL REQUEST FOR INVESTIGATIVE INTERVIEW (COMPLAINANT)

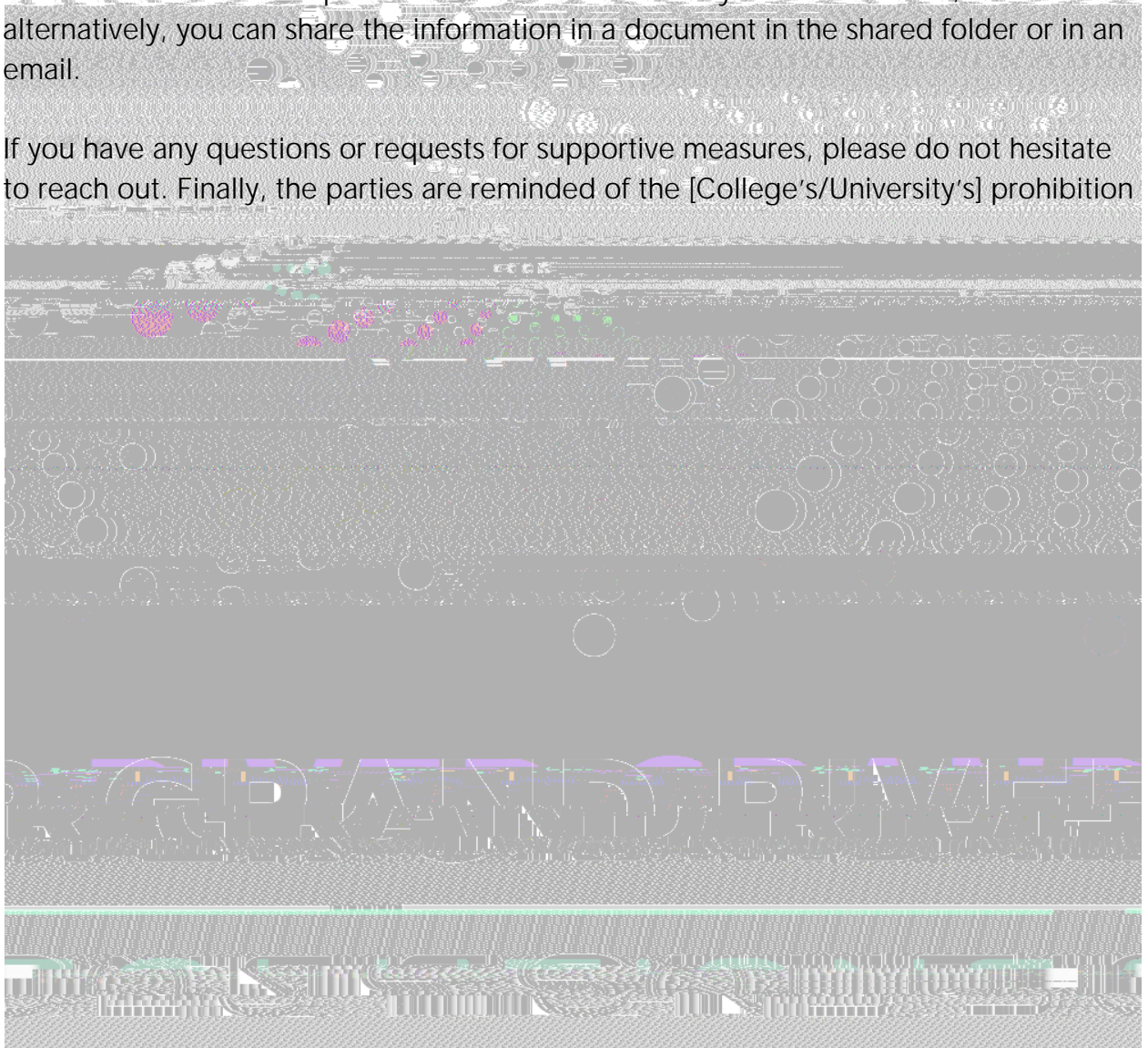
I hope this email finds you well. I am writing to schedule an initial meeting with you. This meeting will be the first opportunity for to fully share your experience with me regarding the allegations in the formal complaint. Participation in



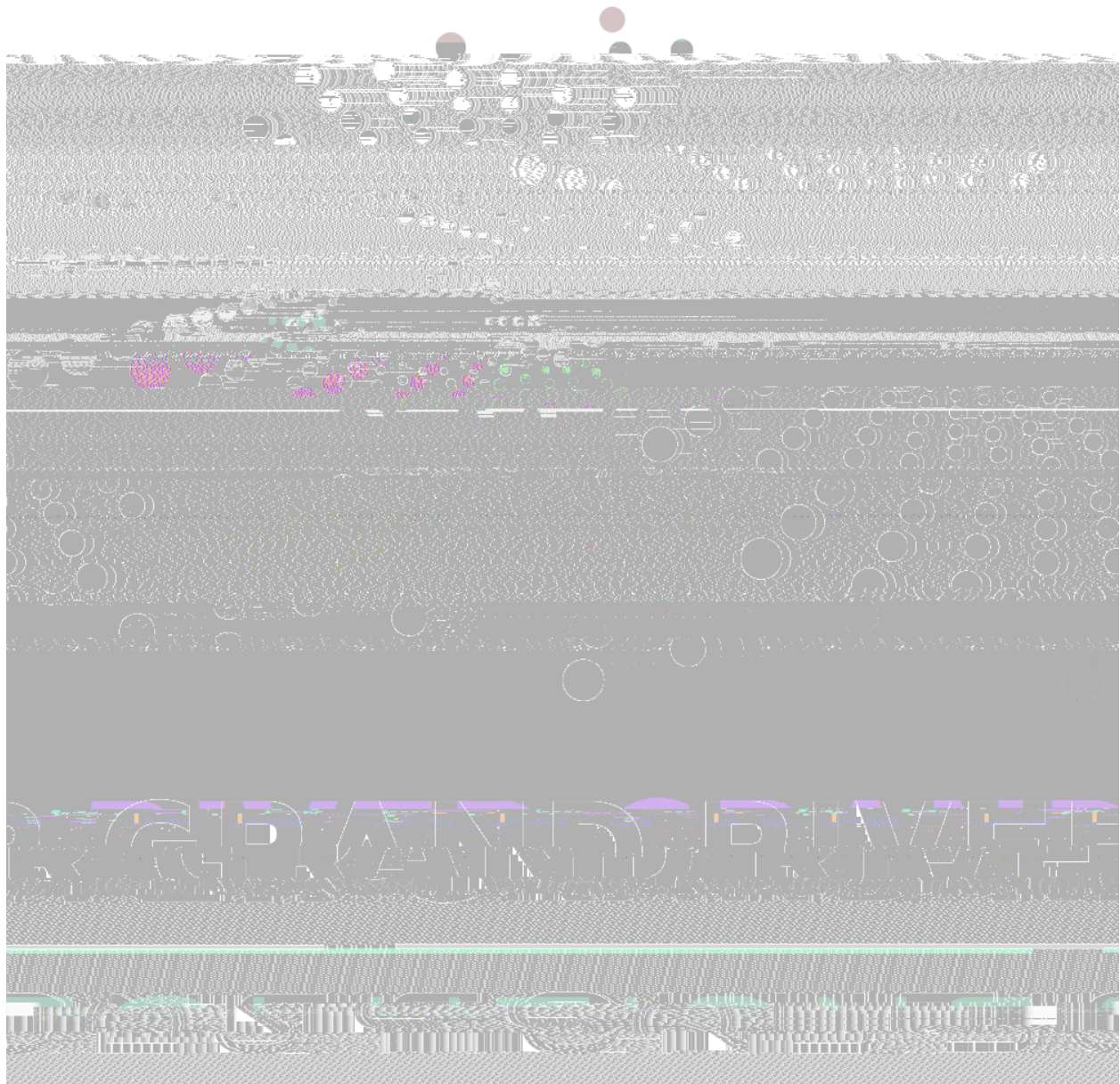


If there are documents that you would like to discuss with me team during the meeting, or if there are documents that you would like me to review prior to you meeting, I encourage you to share those documents in advance of our meeting by [emailing them to me/uploading them to this [secure folder]]. Additionally, if there are individuals with whom you would like me to speak with, please do provide their names, contact information, and an explanation as to why you think it would be helpful for me to interview them. You can provide this information when you meet with me, or alternatively, you can share the information in a document in the shared folder or in an email.

If you have any questions or requests for supportive measures, please do not hesitate to reach out. Finally, the parties are reminded of the [College's/University's] prohibition









Requests that the investigator interview additional witnesses, an explanation as to why those witnesses should be interviewed, and the names and contact information for those witnesses;

Any additional evidence that the parties would like the investigator to review and consider;

A list of questions that the party would like the investigator to consider asking the other party or a witness. If questions are submitted, the investigator will review those questions for relevancy.

The parties are advised that their submissions in response to the draft investigative record will be included in the final investigative record.

Following the parties' submissions, the investigator will conduct any additional investigatory steps that are deemed necessary. Once the investigation is complete, the investigator will prepare a written report summarizing all of the relevant evidence obtained during the investigation. The parties will be provided an opportunity to review the final investigative report and to submit responses to it.

All parties involved in the review of the evidence are required to keep the documents private, which includes the contents of the documents. No parties may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any breach of this duty by a student or College employee is subject to further disciplinary action by the College. Any breach of this duty by any advisor may result in removal of the advisor from any portion of the process or proceeding. Please let me know if you have any questions or concerns.

I will continue to update the parties on the progress of the investigation. If either party has any questions or requests for supportive measures, please do not hesitate to reach out. Finally, the parties are reminded of the [College's/University's] prohibition on retaliation.

