**Policy 6.4 - Resolution of Reports Against Students Forms:**

***Investigation – Evidentiary Material Request Form***

**Name[[1]](#footnote-1) of Party Completing Form:**

**Date Submitted**:

*Parties must complete this form—identifying the evidentiary material and the individual or entity in possession of the material—for each item of evidentiary material they request the investigator gather. Evidentiary materials include, but are not limited to, physical evidence, documents, communications between the parties, and other electronic records and media.*

*The investigator will gather relevant, available evidentiary materials, including physical evidence, documents, communications between the parties, and other electronic records and media as appropriate. Please note that not all evidentiary materials requested will necessarily be “available” to the investigator. For example, the university does not have the authority to subpoena an individual force them to provide documents to the university.*

***Parties are not required to request evidentiary materials. Parties who choose to do so must use this form.*** *The party must submit the completed form to the Lead Investigator electronically.*

1. **Please identify the specific evidentiary material you would like the investigator to obtain.**

[Insert Text]

1. **Please summarize what you believe to be the relevance of this evidentiary material.**

[Insert Text]

1. **Please identify the individual or entity you believe to be in possession of the requested evidentiary material**.

[Insert Text]

1. You may use your initials or indicate “Complainant” or “Respondent.” [↑](#footnote-ref-1)