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

***Investigation – Review of Investigative Record Form***



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

**Date Submitted**:



*Parties have (5) business days, subject to requests for reasonable extensions, to review the draft investigative record and submit in writing:*

* *Comments about content, including requests for redaction*
* *Requests for additional meetings with the investigator; and*
* *Requests for the investigator to conduct further investigation or questioning.*

*The written submission will become a part of the final investigative record. Parties need not restate testimony, claims, denials, or arguments already made during the course of this investigation.  Parties may, however, take this opportunity to provide relevant comments or arguments.*

***Parties are not required to make a submission. Parties who choose to make a submission must use this form.*** *The completed form should be submitted to the Lead Investigator electronically.*



1. **Comments About Content:**

[Insert Text]

1. **Request for Addition Meeting with the Investigator:**

[Insert Text]

1. **Requests for Further Investigation/Questioning:**

[Insert Text]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party Signature[[2]](#footnote-2)

1. You may use your initials or indicate “Complainant” or “Respondent.” [↑](#footnote-ref-1)
2. Signature may be electronic. [↑](#footnote-ref-2)