



## Prepping for the Investigation

To ensure all parties are as prepared as possible for the investigation process, Title IX has put together a checklist to help those involved know what to expect and have guidance on what actions and steps to take. Please review the information below and contact Title IX with any questions.

- Review the notice of complaint and investigation carefully.
- Review all supporting documentation and evidence, if applicable.
- Please communicate any supportive measures you may need to the Title IX Coordinator as soon as possible so that these may be implemented as appropriate.
- Monitor your UNG email account carefully, as this is the official means of communication for the University. All meeting requests and case updates will be sent to this email, and it is essential to respond promptly.
- Review the list of trained advisors and reach out to one of your choices.
  - Please note that you do not need to select one of these individuals. You may choose whomever you wish. If you do not select an advisor, one will be provided at the hearing if necessary.
- Determine who may be a witness to the incident, if anyone.
  - Provide their name, contact information, and relevance to the investigation via the online form in the complaint and investigation letter.
  - Additional witnesses may be provided to the investigator later if necessary.
  - Ask witnesses to monitor their UNG emails for communications from the investigators regarding scheduling. It is essential to respond promptly.
- Determine what supporting documentation you have, if any.
  - Provide that documentation through the online form in the complaint and investigation letter.
  - Additional documentation may be provided to the investigator later if necessary.
  - Please note that due to privacy laws and restrictions, certain records may only be able to be obtained by the party. The party will be responsible for providing that documentation if they would like it considered by the investigators.
- Be prepared to schedule a meeting with the investigators when they reach out. You are responsible for working with your advisor during the scheduling process, so please ensure you have a list of days and times that will work for them to attend the meeting.
  - Consider making notes of your memory of the incident and bringing it to the meeting. This can be a helpful tool in recalling details and facts, even after time has passed.

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### **Title IX Coordinator's Contact Information**