



Process Notice - Witness

You have been asked to meet with us as we believe you have information that could be helpful as we investigate a specific situation. We ask that you be mindful of the following information as we work through this process:

- A witness refers to any individual believed to have information about the alleged conduct violating the [Sexual Misconduct Policy](#).
- The investigators are neutral factfinders and are not representing or advocating for any of the parties.
- As a participant in the University process, your cooperation is expected. This includes providing full, complete, and truthful information and submitting or making available any material related to the case.
- You have the right to have an advisor throughout the process. An advisor's role may include general advising, emotional support, logistical advice, or legal advice. An advisor may be an advocate, parent, friend, staff or faculty member, or legal counsel (at your own expense). When you have an advisor, you must complete a form allowing the University to release any case information protected by FERPA. Should you have legal counsel, we ask that you inform the University.
- We value confidentiality. We respect your need to have a confidante, but we encourage you not to share details of the investigation with others, particularly those involved in some manner. This assists the investigators in conducting a clean inquiry that is not affected by gossip or hearsay. It also protects the privacy of all parties.

During the Investigation

- The investigators will take hand-written notes and electronically record the interview during interviews. We ask you to provide notification if you record the meeting using a means beyond writing notes.
- The investigators' objective is to gather information to understand better the details related to the case. While it is not intentional, some questions or materials requested might make you uncomfortable.
- Any relevant material you have should be provided to the investigators. Also, we request names of witnesses that you believe have information regarding the investigation. The investigators reserve the right to determine which witnesses and materials are pertinent to the case.
- The investigators might contact you to meet again, request material(s), or ask follow-up questions.
- If you become aware of other information (e.g., witnesses, material), it should be shared with the investigators in a timely fashion.
- Retaliation against you for participating in this process is prohibited. Let our office know immediately if you believe you have been retaliated against. Likewise, do not retaliate against anyone for their participation or non-participation.
- Should you have any questions about the investigation, contact the investigators assigned to the case. However, contact the Title IX Coordinator if it concerns policies or procedures.

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Title IX Coordinator's Contact Information

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