

Date of Intake: _____

Time of Intake: _____

Title IX Investigation Intake Form

Please initial to indicate that the following items were discussed with you prior to your Title IX Investigation interview. Please also sign and print your name to indicate your understanding of the items discussed.

_____ The door will be closed (*not locked unless requested*) to allow for privacy of the interview in process.

_____ All Title IX Investigative interviews are recorded to ensure accuracy of information obtained.

_____ Students are allowed to have a support person present. The support person can advise the student by talking to them, but not for them

_____ Overview of the Title IX Investigative process as outlined in the Title IX Policy

_____ Retaliation Policy

_____ Confidentiality Policy

_____ Understanding of Criminal vs Institution Investigation differences.

_____ Understanding of Investigative questions that may be asked by the investigator.

_____ Evidentiary Standard (*Preponderance of the Evidence*).

_____ All documents submitted are for the record, meaning they will be viewed by those involved and those who have the authority to investigate or make a decision regarding the outcome of this investigation.

_____ Do you have a statement you would like to submit? (*If not, you may choose a future date to submit it*).

_____ Opportunity to ask questions regarding an understanding of any of the above or the Sexual Misconduct/Conduct Policy (*Note that you may continue to ask questions at any time*).

Signature of Student: _____

Print Name of Student: _____

Note of Other Parties Present: _____

Primary Investigator Name: _____

Secondary Investigator Name: _____