**Policy 6.4 - Resolution of Reports Against Students and Employees**

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



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

**Date Submitted**:



*Parties are not required to submit comments or requests following their review of the draft investigative record. Parties who choose to submit comments or requests must use this form and submit it to the Lead Investigator electronically.*

*Parties have (10) business days, subject to requests for reasonable extensions, to review the draft investigative record and submit in writing:*

* *comments about content such as factual inaccuracies in the investigative record. A party’s comments may not add content;*
* *requests for redaction;*
* *requests for inclusion of content deemed irrelevant or duplicative by the investigator;*
* *requests for additional meetings with the investigator; and*
* *requests for the investigator to conduct further investigation or questioning.*

***The parties’ responses should not include arguments about why the Hearing Panel should find in their favor. These arguments are more appropriately made as part of the opening statement.*** *If a party submits arguments about why the Hearing Panel should find in their favor, or if a party adds content, the investigator may redact the form or return it to the party for resubmission of a compliant form.*

*Exclusion or redaction requests should be submitted on a separate form found at:* [*titleix.cornell.edu*](http://www.titleix.cornell.edu)*/forms (Exclusion or Redaction Request Form).*

*The Review of Investigative Record Form 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.*



1. **Comments About Content (i.e. factual inaccuracies):**

[Insert Text]

1. **Requests for Inclusion of Content Deemed Irrelevant or Duplicative by the Investigator:**

[Insert Text]

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

[Insert Text]

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

[Insert Text]

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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)