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

***Investigation - Witness Request Form***

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

**Date Submitted**:

*Parties must complete this form for each individual they would like the investigator to interview. At the hearing on this matter, the parties may request only witnesses who were interviewed by the investigator during the investigative process, with a limited exception for newly discovered evidence.*

*If a party would like to suggest questions for the investigator to ask themselves or the other party, the party must complete this form for themselves and the other party.*

*Please note that during this investigation, parties will have the opportunity to review all witness statements and request additional relevant information be gathered.*

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

**Witness Contact Information**

* **Witness Name**:
* **Witness Email Address**:
* **Witness Telephone Number**:
* **Witness Address**:

1. **Is the witness aware of the nature of this investigation?**

[Insert Text]

1. **Please summarize the relevant information you believe this witness will provide**.

[Insert Text]

1. **Please suggest any specific questions you believe the investigator should ask or specific information you believe the investigator should elicit from the witness and why**.

[Insert Text]

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