

- Parties may also discuss the allegations under investigation and gather evidence during the investigatory phase.
- Parties must be provided with the opportunity to be accompanied by an advisor of their choice during an interview (or other related meeting or proceeding related to the grievance process).
 - The advisor may be, but is not required to be, an attorney.
 - The choice of and presence of the advisor cannot be limited, although institutions may establish restrictions regarding the extent to which an advisor may participate in proceedings, as long as such restrictions apply equally to both parties.
- Notice of interviews to parties/witnesses:
 - If an investigative interview (or other meeting/hearing) is scheduled during an investigation, written notice must be provided to a party whose participation is invited or expected during that proceeding at least five (5) working days prior to the scheduled interview.
 - The written notice must contain the date, time, location, participants, and purpose of the investigative interview.
- An institution shall ensure both parties and their advisors have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint.
 - This includes evidence that the institution does not intend to rely upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from the parties or another source.
- This review must be timed so that parties can meaningfully respond to the evidence prior to the conclusion of an investigation.
- The institution must provide the evidence subject to inspection to the parties and their advisors and allow at least ten (10) days for the parties to review and submit a written response to the compiled evidence.
 - The evidence may be supplied in electronic or hard copy format.
- When proceeding to compile the investigative report, the investigator will consider the written responses of the parties.

Investigative Report:

- After completing the investigation and providing the parties with an opportunity to inspect and comment on the evidence, the investigator must complete an investigative report.
 - The report must fairly summarize the relevant evidence.
 - Relevant evidence is evidence pertinent to proving whether facts material to the allegations under investigation are more or less likely to be true, and is a narrower category of evidence than “directly related” evidence.
- The written report must be sent to each party and their advisor in electronic or hard copy format at least ten (10) working days prior to the scheduled date of a

hearing or other time of determination regarding responsibility