SAMPLE TEMPLATE FOR INVESTIGATIVE REPORTS II

[UNIVERSITY]
[ADDRESS]
[PHONE]
[NAME OF INVESTIGATOR(S)]

[DATE OF REPORT]

This report addresses alleged violations of the [NAME OF CONDUCT CODE POLICY HANDBOOK] of the [UNIVERSITY], including possible violation of the [POLICY]. [INVESTIGATOR NAME(S)] conducted the investigation into these allegations. This report will determine whether it is more likely than not that there has been a violation of the [STUDENT CONDUCT CODE/POLICY].

Involved Parties:
Reporting Party: [NAME] [RELEVANT INFORMATION]
Responding Party: [NAME] [RELEVANT INFORMATION]
Witness 1: [NAME] [RELEVANT INFORMATION]

Date of Reported Incident: [DATE]
Date Report was made: [DATE]
To whom report was made: [NAME(S)]

History of the Allegation:
[DETAILS]

Alleged Violations:
A Notice of Investigation was (NOI) sent to Responding Party on [DATE].

The NOI informed Responding Party that an investigation was being conducted pursuant to [RELEVANT INFORMATION].

The NOI contained the following allegations: [ALLEGATIONS INFORMATION]

The investigation examined possible violations of the following provisions of the Student Conduct Code/University Policy:
1. [CONDUCT CODE/UNIVERSITY POLICY]
   [CONDUCT CODE/UNIVERSITY POLICY DESCRIPTION]
2. [CONDUCT CODE/UNIVERSITY POLICY]
   [CONDUCT CODE/UNIVERSITY POLICY DESCRIPTION]

Jurisdiction:
[JURISDICTIONAL STATEMENT]

Standard of Evidence:
In order to determine that a person has violated the [NAME OF CONDUCT CODE POLICY HANDBOOK] of the [UNIVERSITY], the standard of evidence required is a preponderance of evidence (i.e., the evidence demonstrates that it is more likely than not that the conduct occurred). This standard is often referred to as “50 percent plus a feather.”
Interview(s) with Reporting Party:
INTERVIEW 1
[DATE], [TIME], [LOCATION]
[PERSONS PRESENT AT INTERVIEW]
[INTERVIEW REPORT]

Additional Information Provided By Reporting Party:
[WRITTEN STATEMENT]
[RELEVANT EMAILS]
[TEXTS]
[VOICEMAILS]
[OTHER]

Interview(s) with Responding Party:
INTERVIEW 1
[DATE], [TIME], [LOCATION]
[PERSONS PRESENT AT INTERVIEW]
[INTERVIEW REPORT]

Additional Information Provided By Responding Party:
[WRITTEN STATEMENT]
[RELEVANT EMAILS]
[TEXTS]
[VOICEMAILS]
[OTHER]

Summary of Information Provided By Witnesses:
[SUMMARY]

Other Information:
[SUMMARY FROM OTHER DEPARTMENT]

[SEXUAL ASSAULT EXAM REPORT]

[CAMPUS SECURITY/POLICE REPORT]
[SUMMARY FROM EXPERTS]

Credibility Assessment:
[ASSESSMENT]

Findings of Fact and Analysis:
[POLICY STATEMENT WITH FACT APPLICATION AS RELATED TO POLICY]

Conclusion:
Based on the totality of the circumstances and the information obtained pursuant to this investigation, and based on a more likely than not standard of proof, I conclude that [IT IS]/[IS NOT] more likely than not that Responding Party violated [POLICY].

______________________
[SIGNATURE]