Information for Student Complainants – Sexual Misconduct

We are neutral. The Investigator does not take sides. We are committed to providing a fair and unbiased review, and our investigations are focused on the information available. We also help Complainants and Respondents by providing information about support and advocacy services.

Support person. The Complainant may bring an Advisor with them to any meetings with the Investigator. We request that the Complainant please let us know in advance if they will be doing so.

Understanding the complaint. The first step the Investigator takes in an investigation is to gather information about the complaint. This usually involves interviewing the Complainant and gathering all information the Complainant has, including documentation and names of witnesses, if any. Complainants are strongly encouraged to share all information they have regarding the matter.

Anonymity. Complainants frequently want to know if the Respondent will be told they raised concerns. Respondents are provided enough information about the allegations to allow them a fair opportunity to respond, and the level of detail necessary to do that varies depending on the circumstances surrounding the incident.

Interviewing the Respondent. After the Investigator understands the nature and scope of the complaint, the Respondent is asked about the allegations and given a full and fair opportunity to respond. The Respondent is also asked to provide any documentation and identify witnesses relevant to the complaint. The Complainant is not present during the Respondent’s interview and vice versa.

Gathering other information. The Investigator interviews witnesses and reviews all documentation deemed relevant to the situation. The Investigator may also contact the Complainant and Respondent with additional questions or to request additional information.

Review of Investigation Summary. If the Investigator determines that a written Investigation Report will be produced, the Complainant and Respondent, if participating in the investigation, will typically be provided with a written summary of the statement of each person interviewed (Complainant, Respondent and other witnesses) and documentation or other information reviewed by the Investigator. To ensure accuracy, the Complainant and Respondent are given the opportunity to provide clarifying comments on the summary. The Investigator reviews the comments submitted by the parties, if any, and determines whether the report should be modified. The Investigator considers any and all comments from the parties in reaching a determination on the matter.

All information or documentation provided by either party, or by a witness interviewed in the course of an investigation, may be included in the final Investigative Report and shared with the other party to this matter.
**Decision and follow up.** After receiving the Complainant’s and Respondent’s comments, if any, the college analyzes the information sends a final report to the Conduct Board chair for dissemination.

**Retaliation.** Complainants, Respondents or witnesses who feel they are being subjected to retaliatory behavior are strongly encouraged to immediately contact the Office of Student Life/Residence Life or Public Safety (in the case of an emergency).

**Resources for support.** See the college’s published *Victim’s Bill of Rights* (enclosed) for a list of local and on-campus resources.

**More information.** If you have any other questions about the investigation or investigation process, please do not hesitate to contact me at amcclethen@wheelock.edu or 617-879-2141. Once your case has transitioned to the Conduct Board, please contact the board chair directly for any update on the case.

_________________________________
Complainant’s Name (please print) Signature

_________________________________
Staff Name (please print) Signature

_________________________________
Date

*Revised & Adapted from University of Michigan, Office of Institutional Equity*

*September 2014*