**Subject:** Case Investigation Report for (*Insert Respondent Name, if more than one include all names for the case*)

**RUID:**

**AIF/Conduct Officer Name:** (*insert name of AIF or conduct officer that handled the investigation)*

**Charges:** CHARGE 1:

 CHARGE 2: (*only if applicable*)

**Witnesses:** (*include names of any witnesses included in the report or identified during investigation)*

**Supporting Information:** (*include names of any supplemental information/documents provided such as copy of exam, video of incident, etc.)*

**Outcome (charged, not charged):** *(include whether you determined to charge or not charge respondent(s))*

**Pleading (responsible, not responsible):** *(indicate whether as part of the investigation the respondent(s) stated an intention to plead responsible or not)*

**Meeting Summaries**

I met with the (*insert complainant name*) on (*insert date here*) to discuss the matter.

*INSERT SUMMARY OF MEETING HERE* MEETING (*summary should include an overview of the AIF’s conversation with the complainant regarding the report, it should include what the complainant shared about the nature of the complaint, explanation why the report what was made and any evidentiary information supplied to the AIF*)

I met with (*insert responding student name*) on (*insert date of meeting here*) to discuss the matter. I explained the allegations, the University disciplinary process, and their rights as a respondent.

*INSERT SUMMARY OF MEETING (summary should include an overview of what the respondent shared with the AIF about the incident, it should include if the respondent made any admission of responsibility or not and any explanation offered about the incident detailed in the report, if more than one meeting was had, indicate that as well and include a summary of those conversations)*

I met with (*insert responding student name*) on (*insert date of meeting here*) to discuss the matter. I explained the allegations, the University disciplinary process, and their rights as a respondent.

*INSERT SUMMARY OF MEETING* (*summary should include an overview of what the respondent shared with the AIF about the incident, it should include if the respondent made any admission of responsibility or not and any explanation offered about the incident detailed in the report, if more than one meeting was had, indicate that as well and include a summary of those conversations)*

 *(repeat the above for any witnesses met with as part of the case or if the case involves any additional respondents that have not yet been included)*

**Conclusion/Rationale**

*INSERT SUMMARY OF DECISION TO CHARGE OR NOT CHARGE AND SUPPORTING INFORMATION THAT FACTORED INTO THAT DECISION. THIS SHOULD HIGHLIGHT ANY EVIDENCE, DOCUMENTATION OR OTHER INFORMATION RELIED UPON TO DETERMINE THAT THE RESPONDENT (S) COMMITTED THE VIOLATION. IF THE CASE GOES TO A HEARING OR APPEAL, THIS WILL PROVIDE THE BOARD OR APPEALS COMMITTEE WITH ADDITIONAL INFORMATION ABOUT WHY THE AIF DETERMINED THAT THE STUDENT (S) WERE RESPONSIBLE. ALSO INCLUDE RECOMMENDED SANCTIONS.*