



Instructions for Written Responses

Parties are not required to submit a Written Response but that can if they wish to.

Parties who choose to submit a Written Response must use this format and submit it electronically to the Director of Equity and Title IX Coordinator at erica_moorer@redlands.edu. The Written Response could include the following however *not* all five sections are required:

- I. The Written Response is the parties' opportunity to tell the Hearing Panel why it should find in the party's favor.
 - In presenting their side, the parties should be responsive to the investigation report by directly addressing and responding to the specific information contained in the investigation report and citing specific page numbers.
- II. The parties may want to call the Hearing Panel's attention to specific interview statements or evidentiary materials contained in the investigation report.
 - In presenting this information, the parties should be responsive to the investigation report or investigation meeting notes by directly addressing and responding to the specific information and citing specific page numbers.
- III. The parties may want to address information not contained in the investigative report, for the Hearing Panel to address.
 - In presenting this new information, the parties will need to specify why this information was not available in the process of the investigation. Additionally, parties will need to reference through citations of the investigation report how this new information adds to their overall argument.
- IV. The parties may want to address issues that pertain to sanctions when determining responsibility.
 - In presenting a rationale for sanction, parties need to specify their concerns with the recommended sanctions defined in their investigation report and provide their rationale for their concerns.

Written Response must be submitted, five (5) calendar days prior to the Hearing date.