LETTER – INITIAL DECISION MAKER NOTIFICATION OF OPPORTUNITY FOR SUPPLEMENTAL QUESTIONS

INSTRUCTIONS FOR INITIAL DECISION MAKER: USE THIS LETTER TO EACH PARTY (AND THEIR ADVISORS IF ANY) OF THEIR OPPORTUNITY TO POSE SUPPLEMENTAL QUESTIONS TO OTHER PARTY OR WITNESS AS REQUIRED BY **POLICY SECTION IV.F.2. SEND IDENTICAL LETTERS TO COMPLAINANT AND RESPONDENT AND THEIR ADVISORS (IF ANY) SEPARATELY**

Be sure to read this entire letter and make the appropriate text selections where indicated in [BRACKETS]

**[INSERT HERE DATE OF LETTER OR EMAIL]**

**[INSERT METHOD OF DELIVERY: FIRST CLASS MAIL OR EMAIL]**

COMPLAINANT/RESPONDENT NAME

ADDRESS

EMAIL ADDRESS:

RE: Notice of Opportunity For Supplemental Questions

DEAR [INSERT PARTY OR ADVISOR NAME HERE]

At this point in the Grievance Process you are entitled to pose relevant supplemental questions to be asked of either the opposing party or a witness.

Please again note that pursuant to the Policy, “questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are **not** relevant, unless such questions and evidence about the Complainant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the question and evidence concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent.” Any question that I deem to be “irrelevant” will be excluded. I will provide you with a written explanation of any decision that your proposed question was irrelevant.

Please submit your questions directly to me no later than [**INSERT DEADLINE DATE which MUST PROVIDE THEM AT LEAST 5 DAYS FROM THE ANTICIPATED DATE OF RECEIPT OF YOUR LETTER BY THE RECIPIENT]**.

Thank you for ongoing cooperation in this matter.

Sincerely,

Title IX Initial Decision Maker

Cc: Party Advisor (IF ANY)