CARLETON COLLEGE
Student Sexual Misconduct Complaint Process
Questions to consider in preparation for the investigative interview

The questions below are meant as a guide as you prepare for your interview with the Investigator. Please be prepared to share any other details and information that you believe to be important, as this is only a guide.

Background Information
• How do you and the other student know each other? How did you meet? What were your interactions and/or relationship prior to the incident (previous socializing, friend, classes, etc)?

Details of what happened
• When did it happen (date / time / details / if more than once, how often)
• Where did it happen (details / location)
• Verbal conduct (What did the complainant/respondent do or say? What did you do or say?)
• Physical actions/conduct (details of what happened)
• What was your intent going into the situation? Did this change at any point?
• Was there anything that may have affected your recollection of the incident? Alcohol, drugs, other? If alcohol or drugs were involved: how much and over what period of time? Do you know if the other person was under the influence of alcohol or drugs?

Do you believe consent was given? (Please see the Policies Against Sexual Misconduct for a definition of consent)
• Please include details and any indication behavior was either welcome or unwelcome.
• For Complainant: How did you respond to questions/advances/actions? What specific things did you do or say to demonstrate actions were either welcome or not welcome?
• For Respondent: Did you ask for consent? If so, how? Did the complainant say or do anything to make you think the behavior was welcome? If so, what specific things did they do or say? Did the complainant resist or hesitate? If so, how? Did the complainant seem upset?
• Do you believe consent was given? Why or why not?
• What is your understanding/view of consent?

Witnesses/Documentation:
• Witnesses (Who else may have witnessed any part of the conduct? This can be someone who you talked to immediately after the incident, was present in the room, or may have seen behavior before or after incident)
• Have you discussed this incident with anyone else? If so, who?
• Do you have any documentation of the incident (emails, photos, videos, diaries or other documents) that you believe would be helpful?

Other information to include:
• How has this affected you (physically, emotionally, educational/academically, living environment, etc)?
• Has anything happened after the incident(s)? If so, what? Has there been any contact or attempt at contact since then?
• For Complainant: What would you like to have happen as a result of this complaint? (apology, moved to another residence hall, counseling, mediated session with respondent, suspension or dismissal, etc)
• Do you have any questions for the complainant/respondent?

Other important details / things to consider:
• Anything else you think is important to include in the investigator's report