

Respondent Meeting Checklist

- Confidentiality and Privacy (FERPA)**
- The Role of DOS & Title IX Investigations**
- Student Conduct Procedures**
 - Explanation of various codes
 - Your Rights & Role in the Process
 - To Share Information
 - Witnesses
 - Ask Questions
 - Have Advisor Present
 - Student Conduct Committee
 - Advocates
 - Support Persons
 - Witnesses
- Possible Outcomes & Dual Processes**
- Disclosure of Outcome**
- No Contact Directive, Retaliation, Harassment, Any Safety Concerns?**
 - Class
 - Residence
 - Friends
 - Student Organizations
 - Social Media and Electronic Communication
 - Other Communication
- Your Statement and/or Note Taking By DOS**
- Other Information You Want to Share**
- Meetings with DOS**
- File Information**
 - Privacy and Redactions
 - Copies of Files
- Timeline & Record Keeping**
- Confidential Resources**
 - Counseling and Psychological Services 310-825-0768
 - Student Legal Services 310-825-9894
- Other Resources and Requests for Assistance**
 - Pamela Thomason, Title IX Officer and Sexual Harassment Coordinator
310-206-3417
- Questions**

Print Name

Signature/Date

DOS Staff Initials