RESPONDENT'S STATEMENT

SEXUAL MISCONDUCT ADJUDICATION PROCESS

TUFTS UNIVERSITY - PUBLIC HEALTH & PROFESSIONAL DEGREE PROGRAMS

In response to the complaint brought under the Sexual Misconduct Adjudication Process, the Respondent will be asked to prepare a statement addressing the allegations in the Complaint Form. The Respondent's Statement should contain the Respondent's full recollection of the alleged incident. This statement is the Respondent's first opportunity to address to the allegations made by the Complainant. The statement should communicate the Respondent's recollection of the event and its context, as well as the Respondent's reflections regarding the alleged events. This statement should provide as much detail as possible about the facts surrounding the alleged Sexual Misconduct. This statement should be submitted to the Intake Officer, Janice Gilkes (janice.gilkes@tufts.edu 617 636-2497), within seven (7) days of your meeting with him/her. Once submitted, the Respondent's Statement may not be amended. The Complainant will be given a copy of the Respondent's Statement once it has been submitted. At that time, the Respondent will be given a copy of the complete Complainant's Statement.

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Respondent's Statement: This narrative should:

-Tell the story in full. Relate in full the facts of the incident and the dates in question as you recall them. Take care to distinguish between what you saw, heard, or experienced first-hand from what you may have learned later from others.

-Describe the context. It is important for you to give your perception of the Complainant and the context in which the alleged incident occurred, including its location, and any witnesses to it.

-Reflect on the event. It is helpful for you to provide any conclusions you have drawn about the allegations, stating clearly why you believe that your actions have not violated University policy.

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(Please use additional sheets if necessary)

Supporting Information: *Please list of all sources of information which you believe should be considered in deciding the disciplinary complaint. Please provide a brief explanation of why this information would be relevant and helpful to the process. Please identify the sources and/or location of this supporting information but do not attempt to obtain this information yourself.*

Witnesses (name, location and contact information if known): _____

1._____

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2._____

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3._____

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(Please use additional sheets if necessary.)

Correspondence/ Documents (including any e-mails, text, journals or blogs where this issue was discussed): _____

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(Please use additional sheets if necessary.)

Verification: The Respondent acknowledges and agrees that is statement is truthful and complete to the best of his/her knowledge. The Respondent further verifies that he/she has personally drafted and composed this statement, in its entirety, and that the statement was not prepared by someone other than the Respondent. The Respondent acknowledges and agrees that it is improper to submit a statement prepared by someone other than the Respondent, and that submitting a statement prepared by someone else is grounds for discipline.

Acknowledged and Agreed

By: _____

Respondent

Date: _____