HONOR INVESTIGATIVE-LOG CHECKLIST

<table>
<thead>
<tr>
<th>Case Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigation Coordinator</td>
<td></td>
</tr>
<tr>
<td>Investigators</td>
<td></td>
</tr>
</tbody>
</table>

- Cover page
- Case Summary
- Case Support Officer Contact Information
- List of all case interview, in chronological order
- List of all evidence, in logical order
- All Case Interviews, in chronological order
- All evidence, in logical order
- Complete I-Log is uploaded as single pdf on OCP entitled, “I-Log Case --, Date”

- Cover page
  - Case number is correct
  - Investigators listed

- Case Summary
  - Facts of Case
    - Summary is objective and has neutral language
    - Important facts are listed—especially those concerning Act, Knowledge, Significance
  - Factual Contentions
    - Correct format
      - Name of Individual: “direct quote,” (location of quote)
    - All statements are pertinent to the case
    - Each contention is separated by a space
Case Support Officer Contact Information
- Investigator #1 and Investigator #2
- Advisor for Reporter and Advisor for Reported
- Contact information listed and correct
  - Name, School, Year, Phone, Email

All Case Interviews
- “Added to I-Log” on OCP system
- Required questions are present
  - “Are there any mental or medical conditions that may have affected the situation in question?” (for investigated student)
  - “Are there any additional witnesses we should contact?”
  - “Is there anything else you would like to add?”
- Interviews formatted correctly:
  - [Name of Witness], [Reporter, Witness, or Investigated Student]
  - [Affiliation with University]
  - [Contact Information]
  - [Date of Interview]
  - [Time of Interview]
- Names are clear and consistent throughout all interviews
- All potentially valuable witnesses were interviewed
- Chronological order and clearly labeled
- Consistent formatting
- Questions and answers on the same line - words are not broken by margins (use Internet Explorer to print!)
- Spaces in-between questions and answers
- All grammatical and typographical mistakes corrected

Evidence List
- Logical order
- Correct format in list and descriptive titles
  - Title of Item; Date Obtained, From Who

Evidence
- Pieces of evidence are separated and individual (when uploaded)
- Evidence is labeled clearly
- Correct order of documents (aligned with Evidence List)
- Logical and matching page numbers

Ready for Investigative-Panel? Yes No

If no, what changes are needed?