**Policy 6.4 - Resolution of Reports Against Students**

***Pre-Hearing – Witness Request Form***

**Name[[1]](#footnote-1) of Party Completing Form:**

**Date Submitted**:

*All interview statements contained in the final investigative record become part of the hearing record and are before the Hearing Panel. If a party would like the Hearing Panel to hear directly from a witness, the party must make a request. The parties may request only witnesses who were interviewed by the investigator, with a limited exception for newly discovered evidence.*

*The Hearing Chair will establish a reasonable deadline for submission of witness requests, typically within five (5) business days after the parties are provided with copies of the final investigative record and report, subject to requests for reasonable extensions. Failure to submit a request within the established deadline or any approved extension will result in a forfeiture of the right to do so later.*

*Parties are not required to request witnesses. Parties who choose to do so must use this form and submit it electronically to the Office of the Title IX Coordinator at* *titleix@cornell.edu**.*

**Witness Name [for each requested witness, provide the individual’s name and answer these two questions]:**

1. **Please explain why the individual’s presence is relevant and helpful to the Hearing Panel in determining responsibility. Put another way, explain why the witness’s interview statement contained in the final investigative record is not sufficient for the Hearing Panel to make its finding.**

[Insert Text]

1. **Please include proposed questions for and/or general topics to be addressed by the witness. The parties will have an opportunity to supplement and revise their requests for questions and topics once they learn who will testify at the hearing. However,** **by indicating proposed questions and topics at this juncture, the parties will help the Hearing Chair and Hearing Panel understand why the parties would like to hear from specific individuals.**

[Insert Text]

**Investigator [limited to answering questions about the final investigative report and record]:**

1. **Please explain why the investigator’s testimony is relevant and helpful to the Hearing Panel in determining responsibility. Put another way, explain why you want the Hearing Panel to ask questions of the investigator.**

[Insert Text]

1. **Please include proposed questions for and/or general topics to be addressed by the investigator. The parties will have an opportunity to supplement and revise their requests for questions and topics once they learn whether the investigator will testify at the hearing. However,** **by indicating proposed questions and topics at this juncture, the parties will help the Hearing Chair and Hearing Panel understand why the parties would like to hear from the investigator.**

[Insert Text]

1. You may use your initials or indicate “Complainant” or “Respondent.” [↑](#footnote-ref-1)