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

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

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

**Date Submitted**:

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

*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 or the other party, the party must submit a written request within the five (5) business days. The parties may request only witnesses who were interviewed by the investigator during the investigative process.*

*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, at the discretion of the Hearing Chair. 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.*

*Such a request should include:*

1. *The names of proposed party or witnesses, including the investigator, if they request that the investigator testify.*
2. *For each proposed party or witness, an explanation of why the individual’s presence is relevant and helpful to the Hearing Panel in determining responsibility. For example, the party should explain why a party or witness’s in person testimony is needed in addition to their interview statement in the final investigative record.*

**Witness Name – For each requested witness, provide the individual’s name and answer both questions:**

1. **Please explain why the individual’s presence is relevant and helpful to the Hearing Panel in determining responsibility. For example, the party should explain why a party or witness’s in person testimony is needed in addition to their interview statement in the final investigative record.**

[Insert Text]

1. **The parties may, but need not, propose questions and/or topics to be addressed by the Hearing Panel with the requested party or witness. 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. The parties may also propose questions and/or topics to be addressed by the Hearing Panel with themselves if the party chooses to testify.**

[Insert Text]

**Investigator – The investigator is limited to answering questions about the final investigative report and record. You must answer both questions:**

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

[Insert Text]

1. **The parties may, but need not, propose questions and/or topics to be addressed by the Hearing Panel with the requested investigator. 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]

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Party Signature[[2]](#footnote-2)

1. You may use your initials or indicate “Complainant” or “Respondent.” [↑](#footnote-ref-1)
2. Signature may be electronic. [↑](#footnote-ref-2)