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

***Appeal – Extension Request Form***



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

**Date Submitted**:



*Within the ten (10) business days, a party may request an extension of time to submit or to respond to an appeal. The Appeal Panel will have discretion to grant such a request upon a finding of good cause for the delay.*

*Parties who are seeking an extension must use this form and submit it electronically to the Office of Institutional Equity and Title IX at* [*titleix@cornell.edu*](mailto:titleix@cornell.edu)*.*



|  |  |
| --- | --- |
| **Current Deadline** |  |
| **Party’s Requested Deadline** |  |
| **Specific Reasons/Good Cause for the Delay** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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)