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

***Pre-Hearing/Hearing – Newly Discovered Evidence Request and Response***

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

**Date Submitted**:

*If after the issuance of the final investigative record and investigative report and prior to the issuance of the Hearing Panel decision, a party or the investigator seek to present a witness or introduce evidence not requested prior to the hearing and not disclosed to the investigator, the Hearing Chair may grant admission of the evidence, such request upon a showing that the witness or evidence is relevant, material, newly discovered, and could not have been discovered during the investigation with due diligence.*

*Where a Hearing Chair permits a party to introduce a newly discovered witness or evidence, the Hearing Chair will reschedule or adjourn the hearing for the investigator to investigate the newly discovered witness or evidence.*

*The Hearing Chair will also re‐open the pre‐hearing submission process, as appropriate, so that the parties may respond to the new information.*

*Parties who seek to offer Newly Discovered Evidence must use this form and submit it electronically to the Office of Institutional Equity and Title IX at* *titleix@cornell.edu**.*

[Insert Text of your written grounds for submission of Newly Discovered Evidence]

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

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)