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

***Request to Reschedule Hearing***

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

**Date Submitted**:

*Either party may request to have a hearing rescheduled. Absent extenuating circumstances, requests to reschedule must be submitted to the Title IX Coordinator at least three (5) business days prior to the hearing. A request to reschedule a hearing must be supported by a compelling reason.*

*Parties who seeking to reschedule must use this form and submit it electronically to the Office of Institutional Equity and Title IX at* *titleix@cornell.edu**. The submission will be forwarded to the Hearing Chair and may be granted at the Hearing Chair’s discretion.*



|  |  |
| --- | --- |
| **Current Hearing Date/Proposed Hearing Week(s)** |  |
| **Date Notified of Hearing Date/Proposed Hearing Week(s)** |  |
| **Party’s Requested Hearing Date(s)** |  |

Please provide a full explanation of the circumstances that justify an extension. **For conflicting obligations**, please include: (1) nature of conflict; (2) date you learned of the conflicting obligation; and (3) contact information to confirm conflict. **For course work or academic conflicts**, please include: (1) name(s) of course(s); (2) assignment(s); (3) due date(s); and (4) contact information for instructor(s).

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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)