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

***Pre-Hearing - Submission Extension Request Form***



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

**Date Submitted**:



*For Pre-Hearing Submissions—the Written Opening Statement, Witness Request Form(s), and Questions and Topics Form[[2]](#footnote-2)—the parties may request extensions that may be granted, if reasonable, at the discretion of the Hearing Chair. Any extension granted to one party will be granted to the other party. Delays simply to prolong the process will not be permitted. Failure to make these submissions within the deadline or any approved extension will result in a forfeiture of the right to do so later.*

*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)*. The submission will be forwarded to the Hearing Chair and may be granted at the Hearing Chair’s discretion.*



|  |  |
| --- | --- |
| **Deadline Requested to be Extended** |  |
| **Date Notified of Deadline** |  |
| **Current Deadline** |  |
| **Proposed Deadline** |  |

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[[3]](#footnote-3)

1. You may use your initials or indicate “Complainant” or “Respondent.” [↑](#footnote-ref-1)
2. Student Procedures, Hearing Process B, only. [↑](#footnote-ref-2)
3. Signature may be electronic. [↑](#footnote-ref-3)