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

***Written Closing Statement Form***



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

**Date Submitted**:



***Parties are not required to submit a written Closing Statement.*** *Parties who choose to submit a written Closing Statement 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)*.*

*A Closing Statement is an opportunity for the parties to summarize the evidence in the hearing record, presented to the Hearing Panel, and suggest inferences and conclusions. The parties may not add or address information not contained in the hearing record, as the Hearing Panel will not consider new information. Nor may the parties address issues that pertain to sanctions and remedies. The Hearing Panel does not consider these issues when determining responsibility. The parties may appropriately raise such issues in their Impact/Mitigation Statements.*

*The parties may provide both oral and written Closing Statements.*

*The Hearing Chair will set the schedule for submission of written Closing Statements. The parties should assume that deliberations will commence immediately following the hearing, in which case the parties will be expected to submit written Closing Statements shortly after the oral closing statements. If there is an adjournment for deliberations, the Hearing Chair may provide the parties with limited additional time to submit their statements.*

*The written Closing Statement may not exceed 2000 words. This 2000-word limit includes all footnotes and citations such as citations to pages in the appendices of the final investigative record. For these citations, please use the following form: (A. 97) or (B. 21).*

*The written statements will be distributed to the other party, Hearing Chair, and Hearing Panel for their review.*

*The party must sign the written Closing Statement and indicate the word count.*



[Insert Text of your written Closing Statement]

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

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

[Insert Text]

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

Word Count

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