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

***Pre-Hearing – Opening Statement Form***

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

**Date Submitted**:

***Parties are not required to submit an Opening Statement.*** *Parties who choose to submit an Opening Statement must use this form and submit it electronically to the Office of Institutional Equity and Title IX at* *titleix@cornell.edu**.*

*The purpose of the Opening Statement is for each party to explain to the Hearing Panel why it should find in the party’s favor. In presenting their side, the parties should be responsive to the investigative record by directly addressing and responding to specific information contained in the investigative record and citing specific page numbers. The parties may want to call the Hearing Panel’s attention to specific interview statements or evidentiary materials contained in the investigative record. Again, the parties should include specific page citations to the final investigative record. The parties may not add, or address information not contained in the investigative record, as the Hearing Panel will not consider new information. Nor may the parties address issues that pertain to sanctions when determining responsibility. The parties may appropriately raise such issues in the Impact/Mitigation Statement.*

*The written Opening Statement must be submitted, subject to requests for reasonable extensions, at the discretion of the Hearing Chair, five (5) business days after the parties are provided with copies of the final investigative record and report. Failure to submit the opening statement within the five (5) business days or any approved extension will result in a forfeiture of the right to do so later.*

*The written Opening Statement may not exceed 2500 words. This 2500-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). Your word count will be verified, and the word limit strictly enforced.*

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

[Insert Text of your written Opening Statement]

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

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

[Insert Text]

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Word Count

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