



## ***Pre-Hearing – Conflict of Interest Form***

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**Name of Party Completing Form:**

**Date Submitted:**

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*If either party believes that any member of the Review Panel or Hearing Officer has a conflict of interest, their written challenge must be sent to the Title IX Coordinator at least five (5) business days prior to the hearing. The challenge must state which individual(s) are the subject of the challenge and the basis for the challenge. Upon receipt of the challenge, the Hearing Officer shall forward the same to the Review Panel for consideration and a recommendation as to whether to grant the challenge to be provided to the Title IX Coordinator promptly to allow the Title IX Coordinator to make a decision at least three (3) days prior to the hearing and provide a written decision to the parties concerning the same. Review Panelists will only be removed if there is a conclusion that their demonstrated bias or conflict of interest precludes an impartial hearing of the allegations. A challenge for Conflict of Interest will be considered good cause to continue or postpone the hearing if an individual must be replaced.*

*The written challenge must be in writing and include facts substantiating the claim of conflict.*

*Parties who seek to notify the Title IX Coordinator of a potential conflict of interest with either a Review Panel member or the Hearing Chair must use this form and submit it electronically to the Title IX Coordinator at [jessica.rhodes@marshall.edu](mailto:jessica.rhodes@marshall.edu).*

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[Insert text of your potential conflict of interest with a Review Panel member or Hearing Chair]  
[Give specific, factual details. Attach additional sheets if necessary and indicate below how many additional pages will be attached to ensure complete receipt of your appeal.]

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Party Signature<sup>1</sup>

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<sup>1</sup> Signature may be electronic.