



Pre-Hearing – Witness Request Form

Name of Party Completing Form:

Date Submitted:

Parties are not required to request witnesses. Parties who choose to do so must use this form and submit it to the Review Panel by sending it electronically to the Title IX Coordinator at jessica.rhodes@marshall.edu.

All interview statements contained in the final investigative record become part of the hearing record and are before the Review Panel. If a party would like the Review Panel to hear directly from a witness or the other party, the party must submit a Proposed witness list at least five (5) business days prior to the Pre-Hearing Conference.

Failure to submit a request within the established deadline or any approved extension will result in a forfeiture of the right to do so later.

Such a request should include:

- 1. The names of proposed party or witnesses, including the investigator, if they request that the investigator testify.*
 - 2. For each proposed party or witness, an explanation of why the individual's presence is relevant and helpful to the Review Panel in determining responsibility. For example, the party should explain why a party or witness's in person testimony is needed in addition to their interview statement in the final investigative record.*
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Witness Name – For each requested witness, provide the individual's name and answer both questions:

- 1. Please explain why the individual's presence is relevant and helpful to the Hearing Panel in determining responsibility. For example, the party should explain why a party or witness's in person testimony is needed in addition to their interview statement in the final investigative record.**



[Insert Text] *[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.]*

- 2. The parties need to propose questions and/or areas of questioning to be addressed by the Review Panel with the requested party or witness. By indicating proposed questions and areas of questioning at this juncture, the parties will help the Hearing Chair and Review Panel understand why the parties would like to hear from specific individuals. The parties may also propose questions and/or areas of questioning to be addressed by the Review Panel with themselves if the party chooses to testify.**

[Insert Text] *[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.]*

Investigator – You must answer both questions:

- 1. Please explain why the investigator’s testimony is relevant and helpful to the Review Panel in determining responsibility. For example, explain why you want the Review Panel to ask questions of the investigator.**

[Insert Text] *[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.]*

- 2. The parties may, but need not, propose questions and/or areas of questioning to be addressed by the Review Panel with the requested investigator. By indicating proposed questions and areas of questioning at this juncture, the parties will help the Hearing Chair and Review Panel understand why the parties would like to hear from the investigator.**

[Insert Text] *[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.]*

Party Signature¹

¹ Signature may be electronic.