

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 before the Pre-Hearing Conference.

Please submit a request within the established deadline or any approved extension to avoid a forfeiture of the right to do so later.

Such a request should include:

- 1. The names of the proposed party or witnesses, including the investigator, if they request that the investigator testify.*
 - 2. For each proposed party or witness, explain why the individual's presence is relevant and helpful to the Review Panel in determining responsibility. For example, the party should explain why an in-person testimony is needed in addition to their interview statement in the final investigative record.*
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This form has sections for five witnesses plus both parties. If you plan on having more than five witnesses, you may use additional pages to cover the information outlined below for witnesses.



Witness Name #1 – For each requested witness, provide the individual’s name and explain why this witness is needed:

Please explain why this 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. [Give specific, factual details.]

Witness Name #2 – For each requested witness, provide the individual’s name and explain why this witness is needed:

Please explain why this 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. [Give specific, factual details.]



Witness Name #3 – For each requested witness, provide the individual’s name and explain why this witness is needed:

Please explain why this 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. [*Give specific, factual details.*]

Witness Name #4 – For each requested witness, provide the individual’s name and explain why this witness is needed:

Please explain why this 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. [*Give specific, factual details.*]



Witness Name #5 – For each requested witness, provide the individual’s name and explain why this witness is needed:

Please explain why this 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. *[Give specific, factual details.]*

Other Party – Provide the individual’s name and explain why this witness is needed:

Please explain why the Other Party’s testimony is relevant and helpful to the Review Panel in determining responsibility. *[Give specific, factual details.]*



Title IX

Investigator – Provide the individual’s name and explain why this witness is needed:

Please explain why the investigator’s testimony is relevant and helpful to the Review Panel in determining responsibility. [Give specific, factual details.]

Party Signature¹

¹ Signature may be electronic.