



## *Investigation - Extension Request Form*

**Name of Party Completing Form:**

**Date Submitted:**

*The Title IX Coordinator or Title IX Investigator will establish reasonable time limits for the various stages of the investigation, including meetings and deadlines for any submissions or responses, and the parties must adhere to these time limits. The parties may request extensions that will be granted, if reasonable, at the discretion of the Title IX Coordinator or Title IX Investigator. Parties who choose to request an extension of the investigation may use this form and submit it to the Title IX Coordinator at [jessica.rhodes@marshall.edu](mailto:jessica.rhodes@marshall.edu) or Title IX Investigator [mandi.hurley@marshall.edu](mailto:mandi.hurley@marshall.edu) electronically. Extensions granted to one party will be granted to the other party. Delays simply to prolong the process will not be permitted, and failures to meet deadlines will result in forfeiture of a party's ability to participate in that aspect of the investigation.*

*Parties who are seeking an extension may use this form and submit it electronically to the Title IX Coordinator or Title IX Investigator. This form will be included in the investigative record.*

<b>Deadline Requested to be Extended</b>	
<b>Date Notified of Deadline</b>	
<b>Current Deadline</b>	
<b>Proposed Deadline</b>	
<b>Reason for the Extension Request</b>	
<b>For Conflicting Obligations:</b> <ul style="list-style-type: none"> <li>• Nature of the Conflict</li> <li>• Date You Learned of the Conflicting Obligation</li> <li>• Contact Information to confirm conflict</li> </ul>	
<b>For Course Work or Academic Conflicts:</b> <ul style="list-style-type: none"> <li>• Name of Course(s)</li> <li>• Assignment(s)</li> <li>• Due Date(s)</li> <li>• Contact Information for Instructor(s)</li> </ul>	

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 Party Signature<sup>1</sup>

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