

**Complainant Appeal to VCAA Letter**

Click or tap to enter a date. (date)

Dear Vice Chancellor,

On Click or tap to enter a date. (date of Administrator Decision Letter to Complainant), I was provided the attached Administrator Decision Letter to Complainant in response to my formal complaint, the details of which are in the attached Formal Complaint Submission Form. I submit this form in an appeal to the decision listed in that letter.

Click or tap here to enter text. (provide information pertaining to the rationale for appeal)

Thank you for your time and consideration.

Sincerely,

Click or tap here to enter text. (Complainant Name)

Enc: Formal Complaint Submission Form

Administrator Decision Letter to Complainant

Click or tap here to enter text. (List any additional supplemental documentation obtained through process)

**Record of Formal Complaint Process**

Please include more information to accommodate the formal complaint process or additional steps unique to this particular case. All dates are recorded as business days.

Complainant Reporting: Click or tap here to enter text.

Respondent Involved: Click or tap here to enter text.

Administrator: Click or tap here to enter text.

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| --- | --- | --- | --- |
| *Step in Due Process* | *Date* | *Status* | *Timeline Notes* |
| Formal Complaint Submission Form | Click or tap to enter a date. |  | Must be within 5 days of alleged event OR last Informal Complaint Process contact |
| VCAA Complaint Notification to Respondent Letter | Click or tap to enter a date. |  | To be sent same day as VCAA to Administrator Letter |
| VCAA to Administrator Letter | Click or tap to enter a date. |  | Must be within 3 days of VCAA receiving the complaint |
| Administrator Decision Letter to Complainant | Click or tap to enter a date. |  | Must be within 10 days of being assigned the complaint |
| Administrator Decision Letter to Respondent | Click or tap to enter a date. |  | To be sent 10 days after Administrator Decision Letter to Complainant IF no appeal is filed |
| Complainant Appeal to VCAA Letter OR  Escalation CC to VCAA from Administrator | Click or tap to enter a date. |  | Must be within 10 days of receiving Administrator Decision Letter to Complainant |
| VCAA to Investigation Committee Letter | Click or tap to enter a date. |  | Must be within 5 days from receiving Appeal to VCAA Form |
| Committee Meets with Complainant | Click or tap to enter a date. |  |  |
| Committee Meets with Respondent | Click or tap to enter a date. |  |  |
| Investigation Committee Report to VCAA | Click or tap to enter a date. |  | Must be within 15 day of committee assignment |
| VCAA Decision Letter | Click or tap to enter a date. |  | Must be within 10 days of receiving committee report |
| Complete Records Filed by VCAA | Click or tap to enter a date. |  |  |