**Administrator Dismissal Letter**

Click or tap to enter a date.

Dear Click or tap here to enter text. (Respondent),

This letter is to inform you that your Code of Conduct allegations regarding Click or tap here to enter text. (list brief information of alleged infraction) in violation of Click or tap here to enter text. (copy part of Code of Conduct allegedly violated) has been reviewed. It is the decision of this office that no violation of the Code of Conduct has occurred, and this file will be dismissed.

I want to compliment you on managing this process in a professional and dignified manner. These skills serve you well not only in college but will serve you well in your career as well. Your dedication to maintaining the high standard of integrity we expect from students is greatly honored and appreciated.

Thank you again for how you have handled this process.

Sincerely,

Click or tap here to enter text. (name and title of Administrator)

CC: Click or tap here to enter text. (Complainant)

 Click or tap here to enter text., VCAA

**Record of Due Process**

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

Faculty Reporting: Click or tap here to enter text.

Student (Respondent) Involved: Click or tap here to enter text.

Course: Click or tap here to enter text.

Session: Click or tap here to enter text.

Administrator: Click or tap here to enter text.

Investigating Committee Members: Click or tap here to enter text.

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| --- | --- | --- |
| *Step in Due Process* | *Date* | *Timeline Notes* |
| Code of Conduct Initiation Form Submitted  | Click or tap to enter a date. | Must be within 5 days of alleged event |
| VCAA Letter to Respondent | Click or tap to enter a date. | Must be within 5 days of receipt of Code of Conduct Initiation Form |
| Letter of Resolution | Click or tap to enter a date. | Must be within 5 days of receipt of VCAA Letter to Respondent |
| VCAA to Administrator Letter | Click or tap to enter a date. |  |
| Administrator Dismissal Letter |  | Must be within 10 days from VCAA assigning to Administrator |
| Administrator Letter to the Investigation Committee | Click or tap to enter a date. | Must be within 10 days from VCAA assigning to Administrator  |
| Investigation Committee Notification Letter to Respondent | Click or tap to enter a date. | To be sent the same day as Administrator Letter to the Investigation Committee |
| Committee Met with Complainant | Click or tap to enter a date. |  |
| Committee Met with Respondent  | Click or tap to enter a date. |  |
| Investigation Committee Chair Report to Administrator | Click or tap to enter a date. | Must be within 15 days from Committee’s creation |
| Letter of Sanction | Click or tap to enter a date. | Must be within 5 days of Administrator receiving Committee’s report |
| Administrator Notification to Complainant Letter | Click or tap to enter a date. | To be sent the same day as Letter of Sanction |
| Appeal to VCAA Letter | Click or tap to enter a date. | Must be within 5 days of Respondent receiving Letter of Sanction |
| VCAA Decision Letter  | Click or tap to enter a date. | Must be within 15 days of receiving Respondent appeal |
| Complete Records Submitted to Chancellor’s Office by VCAA | Click or tap to enter a date. |  |