**Investigation Committee Chair Report to Administrator**

Click or tap to enter a date. (Date)

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

Thank you for allowing me to serve as the Chair of the Ad Hoc Investigation Committee for the Code of Conduct allegation(s) regarding Click or tap here to enter text. (the Complainant) and Click or tap here to enter text. (the Respondent). I am providing the following report to you, the Administrator, as outlined in the Student Code of Conduct policy S-003.

The appointed Ad Hoc Investigation Committee consists of myself, Click or tap here to enter text. (name of Committee member), and Click or tap here to enter text. (name of Committee member).

**Code of Conduct Accusation #1:** **Click or tap here to enter text.** (list violation)

**Interview(s):** (list date(s)/time(s) and who attended – Example:

* Ad Hoc Investigation Committee and the Complainant, Jane Doe
  + Microsoft Teams; May 1, 2021 at 11:00am)
* Click or tap here to enter text.
* Click or tap here to enter text.

**Additional Evidence Uncovered:** (list any additional evidence brought forward in interviews – Example:

* Original, blank assignment distributed to the Respondent (attached)
  + Obtained via email from Complainant)
* Click or tap here to enter text.
* Click or tap here to enter text.

**Code of Conduct Decision:** (list what decision the Committee determined – Example:

* The Ad Hoc Investigation Committee determined the Respondent violated the Student Code of Conduct policy S-003, Student Code of Conduct Definitions, Investigation, and Disposition. Specifically:
  + III. General Information, B. Prohibited Conduct, a. “All forms of academic dishonesty, including, but not limited to:… cheating” (Student Code of Conduct Definitions, Investigation, and Disposition).)
* Click or tap here to enter text.
* Click or tap here to enter text.

**Cumulative Code of Conduct Violation Evidence:** (list all evidence collected through entire process)

* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.

**Narrative of Code of Conduct Violation Evidence:** (cite how each piece of evidence affects the Committee’s renderings)

* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.
* Click or tap here to enter text.

**Recommended Sanctions:** (list the concise reasoning for sanctions in narrative form and the specific sanction in bullet form)

Click or tap here to enter text.

* Click or tap here to enter text.

Strict adherence to all timelines and processes, as outlined in the Code of Conduct process in the Student Handbook, was maintained by the Ad Hoc Investigation Committee.

Please feel free to contact me with any questions or concerns regarding the content of this report. Thank you for allowing the Committee to assist in providing a fair and just Code of Conduct investigation.

Sincerely Submitted,

Click or tap here to enter text.

(Name and title(s)/position(s) of the Ad Hoc Investigation Committee Chair)

**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. |  |